
Why is my document that was approved with my manager's digital signature in place of wet signature rejected?

To accommodate the current working-from-home arrangement, Financial Services has established [Financial Services Guidelines](#) [1] for various financial transaction processes, including deposits, invoice payments and purchasing. Please follow the Guidelines to obtain or provide electronic approvals in place of wet signatures.

Images of signatures copied onto documents and digital signatures generated from software such as Adobe Fill & Sign or DocuSign are not consistent with these guidelines. As such, they will not be accepted for internal financial processes at this time. We are reviewing alternatives in an effort to improve processes going forward'. Please note that this applies to internal financial processes only.

For certain external documents such as contracts, digital signatures or signature images may be acceptable. Departments should confirm with the external party who is seeking our signatures in such scenario.

Source

URL: <https://finance.uoguelph.ca/departments-services/procurement-and-payables/covid-19-procurement-operations-updates/why-my>

Links

[1] <https://finance.uoguelph.ca/finance/financial-services-guidelines>