



Electronic Signature Policy

Purpose. The purpose of this Policy is to allow for electronic signature by any Governing Council member, school staff member, vendor, or contractor on any document utilized for operation of the School.

Policy. Pursuant to the New Mexico Electronic Transactions Act "electronic signature" means an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Procedure. For the purposes of this Policy an electronic signature may take the form of a process whereby the signatory receives the document(s) for signature via hardcopy or via electronic means such as email, prints and signs the document(s), and then provides the signed document(s) via hardcopy or electronic means.

An electronic signature may also take the form of application by the signatory of the signatory's actual signature which has been electronically stored. An electronic signature may also take the form of signature generated by a font program.