# PROCEDURE
## 3.11 Electronic Signing & Stamping

| Supporting Policy: | 3.1 Procurement | |
|---:|---|---|
| Related Documents: | Policies:<br>　　　　3.2 Banking & Accounts<br>　　　　3.6 Audit<br>　　　　3.7 Fraud & Corruption<br>Procedure 3.12 Finance Electronic Mailbag<br>Delegations of Authority | |
| Category: | Finance | |
| Type: | Strategic | Dates: |
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| Issued By: | Karen Henderson | 06/04/2021 |

## Introduction

This Procedure should be used by officers to enable the approval and authorisation process for finance documents (purchase orders, invoices, journal transfers, credit card remittance advices and bank reconciliations) and payroll forms (eg  timesheets and leave applications) to be maintained.

An electronic signature can be defined as a signature used on an electronic document that is intended to be a signature.

A register of electronic signatures and initials will be kept by the Chief Finance Officer in the Confidential section of S drive.

This Procedure is to be used in conjunction with Procedure 3.12 Finance Electronic Mailbag.

## 1　Electronic Signature (<u>not initials</u>)

Open pdf and click on the **Fill & Sign** tab at the top right of the screen:
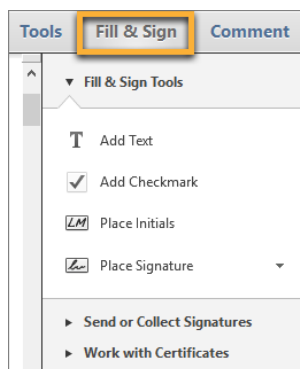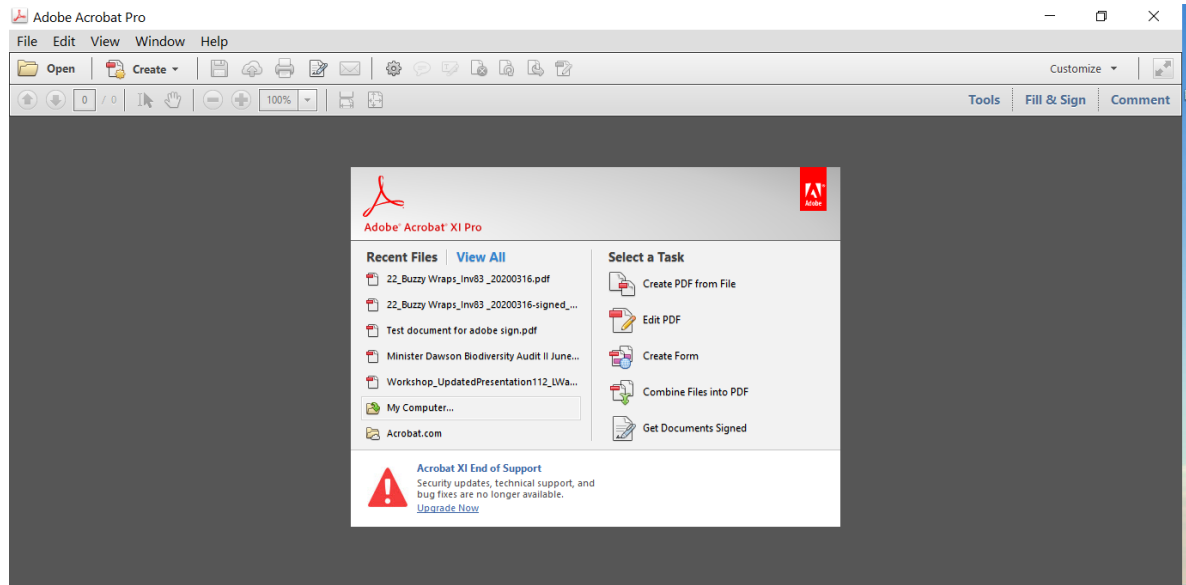
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If the **Tools ; Fill & Sign ; Comment** tabs don't appear on the top right of the screen close the document and click on the **Adobe Acrobat Pro XI** icon on your desktop

and open the document through that program using the **My Computer** tab near the bottom of the **Recent Files** list (see below)



In the Fill & Sign Tools panel click on Place Signature. The first time you sign, the Place Signature option opens a dialog box to allow you to create or import your signature.

(First time signing) In the Place Signature dialog box, choose the type of signature you want to place:
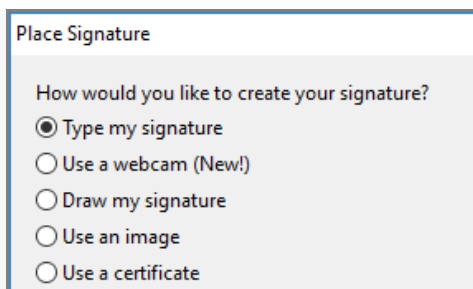


**Use an image** (this produces a more legible signature than Draw My Signature)

Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.

Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is well lit and that no shadows fall across the signature. You can do this easily with your phone, then email to your work email address.
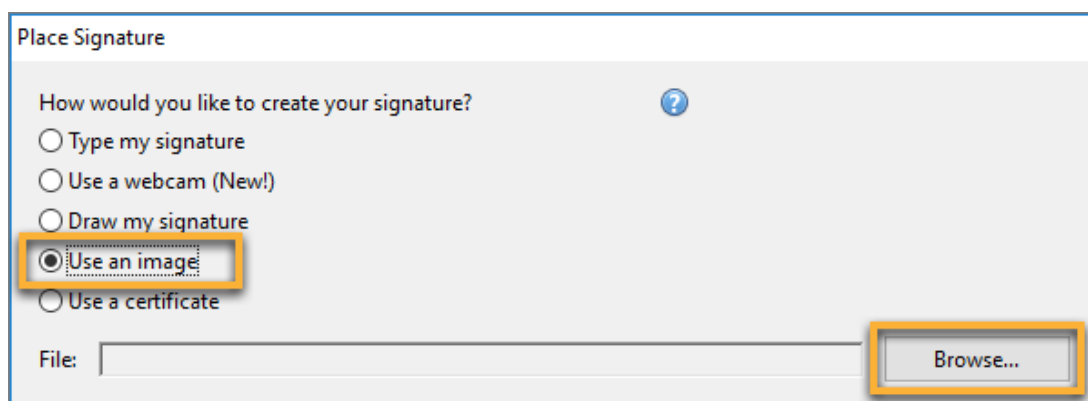
Transfer the photo or scan to your computer. Acrobat accepts JPG, PNG, GIF, BMP, TIFF, and PDF files. Record the file's location so you can find it when signing PDFs.

You do not need to crop the image. Acrobat imports just the signature if the photo or scan is fairly clean.

In the **Fill & Sign Tools** panel in Acrobat, choose **Place Signature**.

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Choose **Use An Image** (see below). Browse and select your signature file, and then click **Accept**.



**Draw my signature**

Draw your signature in the **Draw Your Signature** field. When you are satisfied with your signature, click Accept.

Click in the space on the pdf where you want to place your signature. You may need to reduce the size of the signature by dragging the corners of the box that holds your signature.

### 2 Electronic Initials

If initialling, use **Place Initials** by drawing your initials. Use **Draw My Initials** option.

Click **Save** and **the file will save in the folder** that you opened it in, with **–signed** at the end of the filename. Type your initials at the end of the filename



The next person to sign the pdf will add their initials to the filename of the same document, **not a new document.**

IMPORTANT: the Chief Finance Officer / Finance Support Officer check folders daily. If there is a specific request send an email to finance@peel-harvey.org.au

### 3 Inserting Electronic Stamp

To insert the Accounts Stamp, click on the **Comment** box at the top right of the document. Select the **Stamp Tool in Annotations** (highlighted below)
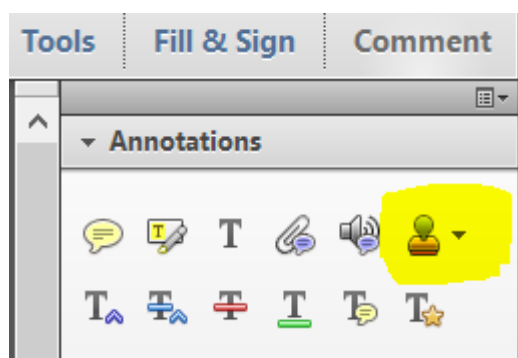
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Click on the down arrow and select **Custom Stamps,** then **Create Custom Stamp.** A box **Select Image for Custom Stamp** appears. Click on **Browse**, go to 000_Finance Mailbag\15_Misc\00_Account Stamp_Custodian Sig. Select this pdf. Click OK. In the **Category** box select **Standard Business,** select Name and name the stamp **"Account Stamp".** Click **OK.** This saves the **"Account Stamp"** as one of your Custom Stamps for easy selection next time.

Go to **Custom Stamps**, **Manage Stamps** and delete the previous Account Stamp you were using.
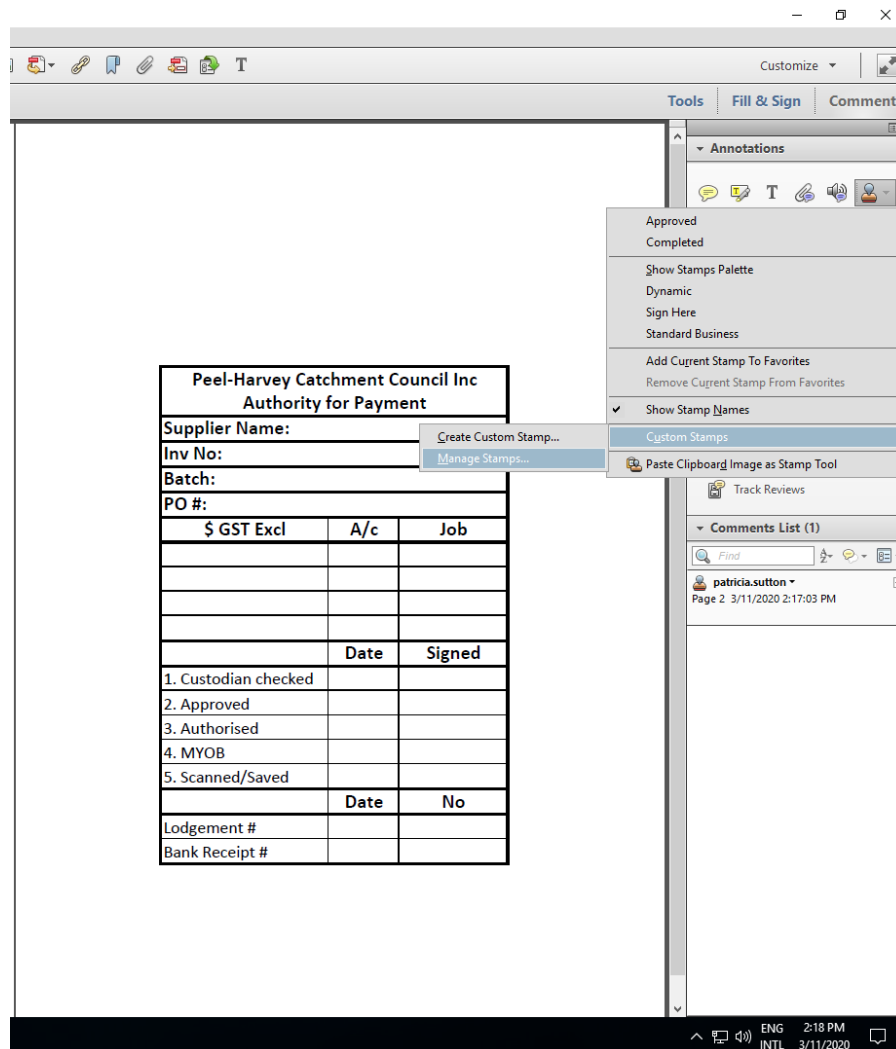


To insert stamp into document click on the stamp icon, select **Account Stamp** and place it on the document. Signatures and initials can be inserted in the stamp.