



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

# ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: March 19, 2021

SUBJECT: Electronic Signatures on Obligation-Related Documents

NUMBER: 245

The purpose of this Bulletin is to distribute guidance to agencies regarding the use of electronic signatures on contracts, grants, and obligations-related documents and the acceptance of those documents by the Illinois Office of Comptroller (IOC).

## Agency Electronic Signatures

The IOC has modified its procedures to allow for the submission of contract and grant obligation-related documents containing electronic signatures as defined by the [Electronic Commerce Security Act \(5 ILCS 175\)](#). Agencies wishing to submit electronically signed documents will be required to complete and submit a new [SCO-470 Contract Signature Authorization Form](#) which has been updated to include an electronic signature sample on the *Specimen Signature* (field #5). The check box next to “Specimen signature is electronic.” also needs to be checked. The Specimen Signature field is compatible with all forms of Adobe-applied signatures, DocuSign applications, and other electronic signature technologies.

Along with the new SCO-470 for the agency head, designees must also submit a new Contract Signature Authorization Form to use for the documents. The electronic designee signature must incorporate both the Agency Head signature and his/her authorized designee signature. One example of an acceptable electronically applied designee signature, created using Adobe PDF, is below:

- SPECIMEN SIGNATURE** (A designee must sign [not print]/affix the Agency Head’s name followed by his/her name precisely as it will appear on contract documents. Initials are not acceptable):

Agency Head by Agency Designee

Digitally signed by Agency Head by Agency Designee  
Date: 2021.02.08 09:46:33 -06'00'

Agency Head signature is a stamp.

Agency Head signature is electronic.

The signature on the contract or grant obligation-related document submitted to the IOC must

match **precisely** to the specimen signature on the Contract Signature Authorization Form.

## **Agency Compliance with the Electronic Commerce Security Act**

The IOC does not require a specific electronic signature format. The selection and format of electronic signatures is the agency's decision but must comply with the requirements of the Electronic Commerce Security Act. By submitting an agency-approved Contract Signature Authorization Form, the agency is certifying that it has adequate processes and written procedures governing its use of electronic signatures, ensuring compliance with the Act.

## **Vendor Electronic Signatures**

Vendor signatures may be applied electronically. It is the responsibility of the contracting agency to verify the integrity of the vendor's electronic signature. The IOC will not require the submission of additional documentation (e.g. email verification) for vendor electronic signatures.

## **Agency Head Approval**

The Agency Head approval signature on the Contract Signature Authorization Form (line 8), must be in wet ink, regardless of the type of signature supplied on the specimen signature line (line 5).

## **Effective Date**

This guidance is effective on April 1<sup>st</sup>, 2021 for documents executed on or after April 1<sup>st</sup>, 2021, provided the agency's new Contract Authorization Form is on file with the IOC. Documents electronically signed prior to April 1<sup>st</sup> will require email approval in accordance with Accounting Bulletin 235 and Accounting Bulletin 236.

## **Submission of Electronically Signed Documents**

The IOC is encouraging agencies to utilize electronic submission for contracts, grants, and obligations-related documents signed electronically. Prior to electronic submission of documents, agencies must sign a Memorandum of Understanding with IOC and submit test documents to IOC to verify that the documents submitted are in an acceptable format. Electronic document requirements include the following:

- Optical character recognition (OCR)
- Maximum file size of 25 MB
- 200 dpi minimum

To set up electronic submission of contract and grant obligation documents, please contact Sally Gosda at [sally.gosda@illinoiscomptroller.gov](mailto:sally.gosda@illinoiscomptroller.gov).

If you have any questions concerning this Accounting Bulletin, please contact Sarah Robinson at [sarah.robinson@illinoiscomptroller.gov](mailto:sarah.robinson@illinoiscomptroller.gov). Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) bulletins on the IOC website.