

**SPRINGFIELD TOWNSHIP TRUSTEES**  
**LUCAS COUNTY, OHIO**  
**RESOLUTION 19-012**

**AUTHORIZING THE USE OF ELECTRONIC SIGNATURES FOR TOWNSHIP  
WARRANTS AND ADOPTING A POLICY AND PROCEDURES THEREFORE**

The Board of Trustees of Springfield Township, Lucas County, Ohio, met in Regular Session on July 15, 2019, at 7617 Angola Road, Holland, Ohio, with the following members present:

Tom Anderson Jr.   Robert Bethel   Andrew Glenn

Tom Anderson Jr. moved the adoption of the following Resolution:

**WHEREAS**, Ohio Revised Code Section 1306.20 and regulations promulgated thereunder at Ohio Administrative Code 123:3-1-01 permit the use of electronic signatures by state agencies; and

**WHEREAS**, the Board of Trustees desires to authorize the use of electronic signatures on Township warrants under procedures that are practical and secure, streamline administrative processing and expedite signing, and has determined that authorizing the use of electronic signatures on Township warrants and adopting procedures therefore is in the best interests of the Township and its efficient administration; and

**WHEREAS**, Township Administration has developed a proposed Policy and Procedures for Use of Electronic Signatures on Township Warrants to establish procedures regarding the use of electronic signatures on Township warrants in conformance with Ohio Revised Code 1306.20 and Ohio Administrative Code 123.3-1-01, a copy of which is attached to this Resolution as Exhibit A (the "Electronic Signature Policy").

**NOW THEREFORE, BE IT RESOLVED** by the Springfield Township Board of Trustees, Lucas County, Ohio:

1. That the Board of Trustees authorizes the use of electronic signatures on Township warrants for approved Township expenditures in accordance with the terms of the Electronic Signature Policy attached to this Resolution as Exhibit A, and hereby adopts the Electronic Signature Policy.
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

**SPRINGFIELD TOWNSHIP TRUSTEES**  
**LUCAS COUNTY, OHIO**  
**RESOLUTION 19-012**

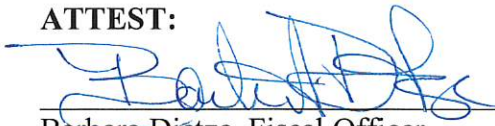
**AUTHORIZING THE USE OF ELECTRONIC SIGNATURES FOR TOWNSHIP  
WARRANTS AND ADOPTING A POLICY AND PROCEDURES THEREFORE**

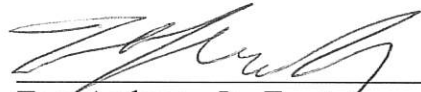
Andrew Glenn seconded the motion and roll was called on the question of its adoption.

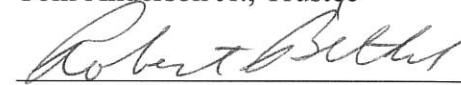
Vote was as follows:

<u>NAME</u>	<u>VOTE</u>
Tom Anderson Jr.	YES
Robert Bethel	YES
Andrew Glenn	YES

**ATTEST:**

  
\_\_\_\_\_  
Barbara Dietze, Fiscal Officer  
July 15, 2019 Regular Trustee Meeting

  
\_\_\_\_\_  
Tom Anderson Jr., Trustee

  
\_\_\_\_\_  
Robert Bethel, Trustee

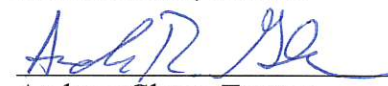
  
\_\_\_\_\_  
Andrew Glenn, Trustee

EXHIBIT A  
SPRINGFIELD TOWNSHIP  
LUCAS COUNTY, OHIO

**POLICY AND PROCEDURES FOR USE OF  
ELECTRONIC SIGNATURES ON TOWNSHIP WARRANTS  
(ELECTRONIC SIGNATURE POLICY)**

<b>DATE APPROVED:</b>	<u>XXX</u>
<b>DATE EFFECTIVE:</b>	<u>XXX</u>
<b>RESOLUTION NUMBER:</b>	<u>19-012</u>

**I. SCOPE**

This policy governs the use of electronic signatures on Township warrants.

**II. PURPOSE**

The purpose of this policy is to establish a procedure regarding the use of electronic signatures on Township warrants in conformance with *Ohio Revised Code* 1306.20 and *Ohio Administrative Code* 123.3-1-01.

**III. RESPONSIBILITY**

The Fiscal Officer is responsible for the effective oversight, management, access and control of electronic signatures on Township warrants in accordance with this policy.

**IV. USE OF ELECTRONIC SIGNATURES**

- A. Electronic signatures shall only be used in accordance with this policy.
- B. This policy shall be updated as necessary to remain consistent with applicable electronic signature requirements in the *Ohio Revised Code*.
- C. The Township recognizes an electronic signature utilized in accordance with this policy as legally binding to the fullest extent permitted by applicable law.
- D. The use of electronic signatures in accordance with this policy is in addition to any existing policies or practices for hand-written signatures.

**V. PROCEDURES**

A. The Fiscal Assistant will process invoices for Township expenditures and input them into the Uniform Accounting Network (UAN) financial software or similar or replacement financial management software utilized by the Township.

B. The Fiscal Assistant will print out a Batch Listing (or similar) Report of all of the invoices to be paid by warrant.

C. The Batch Listing Report will be delivered to the Township Trustees prior to the next meeting of the Trustees at which the expenditures listed thereon are to be considered. The supporting documentation for the expenditures listed on the Batch Listing Report will be available for review between the Friday preceding the next Trustee meeting and the Trustee meeting.

D. If the expenditures listed on the Batch Listing Report are approved for payment by the Trustees, the ensure authentication and authorization the Trustees by a separate action may authorize the use of electronic signatures on the warrants to be issued in payment of such approved expenditures.

E. The Fiscal Assistant will print electronically signed warrants for approved expenditures using the steps/procedures designed into the UAN software. To ensure non-repudiation of the electronic signatures, warrants will only be electronically signed for those of the Trustees who approved both the expenditure and the use of electronic signatures on the warrant.

F. The Fiscal Assistant will print a Payment Listing (or similar) Report for the printed warrants and present it to the Fiscal Officer, together with the printed warrants.

G. To ensure the integrity of the electronic signatures, the Fiscal Officer will verify that the vendors and payments set forth on the Payment Listing Report and on the printed warrants coincide with the approved Batch Listing Report, including the requirements of Section E, above.

H. The Fiscal Officer shall return the approved warrants to the Fiscal Assistant, who shall cause the warrants to be delivered to the vendors.

## **VI. ADDITIONAL PROVISIONS**

A. The Fiscal Officer shall maintain control over access to the UAN software, including electronic signature setup, new users, and authorizations.

B. The Fiscal Assistant will process all electronic signature transactions. The Fiscal Officer will process electronic signature transactions only under unusual situations.

C. The Fiscal Officer shall ensure that all sequentially numbered physical checks are properly accounted for and secured.

D. Electronic signature documentation shall be maintained in accordance with the Township record retention policy and schedule.

E. If fraudulent use of electronic signatures is suspected, observed or otherwise made known to an individual, the individual must immediately report the fraudulent activity to a higher level of management or to the Trustees if there is not a higher level of management.

F. Persons who falsify or misuse electronic signatures or otherwise violate this policy may be subject to disciplinary action, including and not limited to termination of employment and/or criminal prosecution.

**SPRINGFIELD TOWNSHIP TRUSTEES**  
**LUCAS COUNTY, OHIO**  
**RESOLUTION 19-012**

**AUTHORIZING THE USE OF ELECTRONIC SIGNATURES FOR TOWNSHIP  
WARRANTS AND ADOPTING A POLICY AND PROCEDURES THEREFORE**

The Board of Trustees of Springfield Township, Lucas County, Ohio, met in Regular Session on July 15, 2019, at 7617 Angola Road, Holland, Ohio, with the following members present:

Tom Anderson Jr.   Robert Bethel   Andrew Glenn

Tom Anderson Jr. moved the adoption of the following Resolution:

**WHEREAS**, Ohio Revised Code Section 1306.20 and regulations promulgated thereunder at Ohio Administrative Code 123:3-1-01 permit the use of electronic signatures by state agencies; and

**WHEREAS**, the Board of Trustees desires to authorize the use of electronic signatures on Township warrants under procedures that are practical and secure, streamline administrative processing and expedite signing, and has determined that authorizing the use of electronic signatures on Township warrants and adopting procedures therefore is in the best interests of the Township and its efficient administration; and

**WHEREAS**, Township Administration has developed a proposed Policy and Procedures for Use of Electronic Signatures on Township Warrants to establish procedures regarding the use of electronic signatures on Township warrants in conformance with Ohio Revised Code 1306.20 and Ohio Administrative Code 123.3-1-01, a copy of which is attached to this Resolution as Exhibit A (the "Electronic Signature Policy").

**NOW THEREFORE, BE IT RESOLVED** by the Springfield Township Board of Trustees, Lucas County, Ohio:

1. That the Board of Trustees authorizes the use of electronic signatures on Township warrants for approved Township expenditures in accordance with the terms of the Electronic Signature Policy attached to this Resolution as Exhibit A, and hereby adopts the Electronic Signature Policy.
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

**SPRINGFIELD TOWNSHIP TRUSTEES**  
**LUCAS COUNTY, OHIO**  
**RESOLUTION 19-012**

**AUTHORIZING THE USE OF ELECTRONIC SIGNATURES FOR TOWNSHIP  
WARRANTS AND ADOPTING A POLICY AND PROCEDURES THEREFORE**

Andrew Glenn seconded the motion and roll was called on the question of its adoption.

Vote was as follows:

<u>NAME</u>	<u>VOTE</u>
Tom Anderson Jr.	YES
Robert Bethel	YES
Andrew Glenn	YES

  
\_\_\_\_\_  
Tom Anderson Jr., Trustee

  
\_\_\_\_\_  
Robert Bethel, Trustee

  
\_\_\_\_\_  
Andrew Glenn, Trustee

**ATTEST:**


  
\_\_\_\_\_  
Barbara Dietze, Fiscal Officer  
July 15, 2019 Regular Trustee Meeting

EXHIBIT A  
SPRINGFIELD TOWNSHIP  
LUCAS COUNTY, OHIO

**POLICY AND PROCEDURES FOR USE OF  
ELECTRONIC SIGNATURES ON TOWNSHIP WARRANTS  
(ELECTRONIC SIGNATURE POLICY)**

<b>DATE APPROVED:</b>	<u>XXX</u>
<b>DATE EFFECTIVE:</b>	<u>XXX</u>
<b>RESOLUTION NUMBER:</b>	<u>19-012</u>

**I. SCOPE**

This policy governs the use of electronic signatures on Township warrants.

**II. PURPOSE**

The purpose of this policy is to establish a procedure regarding the use of electronic signatures on Township warrants in conformance with *Ohio Revised Code* 1306.20 and *Ohio Administrative Code* 123.3-1-01.

**III. RESPONSIBILITY**

The Fiscal Officer is responsible for the effective oversight, management, access and control of electronic signatures on Township warrants in accordance with this policy.

**IV. USE OF ELECTRONIC SIGNATURES**

- A. Electronic signatures shall only be used in accordance with this policy.
- B. This policy shall be updated as necessary to remain consistent with applicable electronic signature requirements in the *Ohio Revised Code*.
- C. The Township recognizes an electronic signature utilized in accordance with this policy as legally binding to the fullest extent permitted by applicable law.
- D. The use of electronic signatures in accordance with this policy is in addition to any existing policies or practices for hand-written signatures.

**V. PROCEDURES**



A. The Fiscal Assistant will process invoices for Township expenditures and input them into the Uniform Accounting Network (UAN) financial software or similar or replacement financial management software utilized by the Township.

B. The Fiscal Assistant will print out a Batch Listing (or similar) Report of all of the invoices to be paid by warrant.

C. The Batch Listing Report will be delivered to the Township Trustees prior to the next meeting of the Trustees at which the expenditures listed thereon are to be considered. The supporting documentation for the expenditures listed on the Batch Listing Report will be available for review between the Friday preceding the next Trustee meeting and the Trustee meeting.

D. If the expenditures listed on the Batch Listing Report are approved for payment by the Trustees, the ensure authentication and authorization the Trustees by a separate action may authorize the use of electronic signatures on the warrants to be issued in payment of such approved expenditures.

E. The Fiscal Assistant will print electronically signed warrants for approved expenditures using the steps/procedures designed into the UAN software. To ensure non-repudiation of the electronic signatures, warrants will only be electronically signed for those of the Trustees who approved both the expenditure and the use of electronic signatures on the warrant.

F. The Fiscal Assistant will print a Payment Listing (or similar) Report for the printed warrants and present it to the Fiscal Officer, together with the printed warrants.

G. To ensure the integrity of the electronic signatures, the Fiscal Officer will verify that the vendors and payments set forth on the Payment Listing Report and on the printed warrants coincide with the approved Batch Listing Report, including the requirements of Section E, above.

H. The Fiscal Officer shall return the approved warrants to the Fiscal Assistant, who shall cause the warrants to be delivered to the vendors.

## **VI. ADDITIONAL PROVISIONS**

A. The Fiscal Officer shall maintain control over access to the UAN software, including electronic signature setup, new users, and authorizations.

B. The Fiscal Assistant will process all electronic signature transactions. The Fiscal Officer will process electronic signature transactions only under unusual situations.

C. The Fiscal Officer shall ensure that all sequentially numbered physical checks are properly accounted for and secured.

D. Electronic signature documentation shall be maintained in accordance with the Township record retention policy and schedule.

E. If fraudulent use of electronic signatures is suspected, observed or otherwise made known to an individual, the individual must immediately report the fraudulent activity to a higher level of management or to the Trustees if there is not a higher level of management.

F. Persons who falsify or misuse electronic signatures or otherwise violate this policy may be subject to disciplinary action, including and not limited to termination of employment and/or criminal prosecution.