

Signature and Approval Guidelines

Not Allowed

- Stamped signatures
- Adobe digital signatures and other digital signature software not authorized by Texas
- Signing someone else's name
- Signing your name as a delegated authority when you have not been given that authority in writing
- Approving online documents by logging in as someone else

Allowed

- Handwritten signature with a pen*
- Handwritten signature with a signature capture device (like you sign when paying with a credit card)*
- Approving online documents by logging in as yourself
- Approving by email with the document being approved attached to the email, if allowed by MAPP (e.g., approvers of a paper Travel Request can approve by email, but the traveler must sign the TR)
- Signing your name as a delegated authority when you have been given that authority in writing

Note: When someone signs with a pen or signature capture device, their name should be printed or typed as well so that it is clear who is signing. This includes when someone signs as the delegated authority for someone else.