




April 8, 2020

**MEMORANDUM**

TO: University Officers  
Fiscal Administrators

FROM: Kalbert K. Young   
Vice President for B&F/CFO

Jan S. Gouveia   
Vice President for Administration

SUBJECT: Digital Signatures on University Purchasing Documents

Effective immediately and until further notice, University Officers and Fiscal Administrators that are delegated purchasing authority pursuant to Executive Policy 8.105, Delegation of Authority to Execute Contracts for Goods, Services, and Construction; Granting Concessions and Cooperative Agreements; and Executive Policy ("EP") 8.107, Delegation of Authority to Execute Contracts for Goods, Services, and Construction Less Than \$25,000, will be allowed to sign certain purchasing related documents electronically using Adobe Acrobat DC Self-Signed Digital ID, as follows:

1. Purchasing documents less than \$25,000:
  - a) Purchase Orders generated through the Kualii Financial System; and
  - b) OPM Form 63, University of Hawaii Services Contracts (for purchases between \$15,000 and \$25,000).

These documents may be electronically signed by Vice Presidents, Chancellors and Fiscal Administrators pursuant to EP 8.107. The vendor may also countersign the OPM Form 63 electronically.

2. Purchase documents greater than \$25,000 but less than \$100,000 (goods and services only):
  - a) Purchase Orders generated through the Kualii Financial System.

These documents may be electronically signed by the Office of Procurement Management and the Vice President for Administration, pursuant to EP 8.105.

3. Purchase documents greater than \$25,000 but less than \$250,000 (construction only):
  - a) Purchase Orders generated through the Kualii Financial System.

These documents may be electronically signed by the Facilities and Contracts Office, Office of Procurement Management, and the Vice President for Administration, pursuant to EP 8.105.

University contracts executed by the Office of Procurement Management, Facilities and Contracts Office, and the Vice President for Administration shall continue to require original signatures by both the Contractor/Vendor and the University.

Instructions for creating a digital ID are provided herein. Please contact the Office of Procurement Management at 956-8687 or [opm@hawaii.edu](mailto:opm@hawaii.edu) if there are any questions.

Attachment