



**Title: Electronic Signature Process for
Contractors/Consultants of Change Orders**

Responsible Office: Change Order

Management Last Revised Date: 6/10/25

Summary:

These procedures govern the processes to be employed by the consultant and contractor in the execution of signed Contract Change Orders.

Procedures:

1. The first party (Consultant) executing the document to be submitted, shall create a pdf of the signed¹ document and email to the second party (Contractor) executing the document. Note that the email must be sent from the signatory's email address. In the email, the sender shall state and include the following:
 - a. A description of the attachment (i.e.: Change Order Number #)
 - b. The project / contract number associated with the attachment.
 - c. The date of the attachment.
 - d. The email shall be sent to the second party (Contractor).
2. The second party (Contractor) executing the document to be submitted, shall create a pdf of the fully signed¹ document and email it to SUCF directly to the email address indicated below. Note that the email must be sent from the signatory's email address. In the email, the sender shall include the first email from the first party (Consultant) executing the document, state and include the following:
 - a. A description of the attachment (i.e.: Change Order Number #)
 - b. The project / contract number associated with the attachment.
 - c. The date of the attachment.
 - d. The email shall be addressed to: sucf.contracts@suny.edu

¹Acceptable signed documents shall be PDF version of actual signed document, electronic signature or digital signature. Documents containing script font typed names are not considered to be acceptable signatures and shall be rejected.