

**OFFICE OF THE MAYOR  
TULSA, OKLAHOMA  
EXECUTIVE ORDER NO. 2020- 14**

**ESTABLISHING ACCEPTABLE FORMS OF SIGNATURE ON CITY  
DOCUMENTS**

WHEREAS, Article III, Section 1.4 and Article XII, Section 3 of Tulsa's Revised Charter authorize the Mayor to sign, administer and enforce the terms and conditions of all contracts of the City of Tulsa (the "City"); and

WHEREAS, in recent years, City Departments along with entities transacting business with the City have used a variety of methods to sign documents, including traditional handwritten ink-pen signatures as well as signatures produced and transmitted electronically using digital encryption, email or scan; and

WHEREAS, to support the efficient and effective operation of City government, a policy is needed to establish and implement a clear standard for the types of signatures acceptable on documents of the City where a signature is required.

NOW THEREFORE, by virtue of the authority vested in me as the Mayor of the City of Tulsa, it is hereby ordered that:

**Section 1. Definitions**

For the purposes of this Order only:

- 1) A Wet Ink Signature means a signature produced by hand on paper using an ink pen.
- 2) City Documents means all documents requiring signature either by law or by internal policy, generated either by the City, or by an external entity or individual conducting business with the City, and produced either on paper or by electronic means, including those scanned and transmitted by email, facsimile machine or by some other method in accordance with Title 12A O.S., Sections 15-101 – 15-121 as amended (Oklahoma Uniform Electronic Signature Act).

**Section 2. Accepted Forms of Signature**

It is the policy of the City that signatures on City Documents shall be limited to the following:

- 1) A Wet Ink Signature.

- 2) An Electronic Signature in accordance with the Oklahoma Uniform Electronic Signature Act, except, where applicable, notarized documents must comply with Title 49 O.S., Section 201 et seq., as amended (Oklahoma Remote Notary Act).

**Section 3. Role of the City Clerk**

- 1) A signature on a City Document that the Clerk determines is not legible, or is not consistent with this Order, shall be returned to the signatory with instructions for correction.
- 2) A signatory in receipt of a document for signature directly from the Clerk must complete the instructions provided by the Clerk before the Clerk will accept the document for certification.
- 3) City Documents in compliance with this Order, if applicable, shall be certified by the Clerk as an original.

**Section 3. Effective Date.** This Order shall take effect immediately

Dated this 18<sup>th</sup> day of November, 2020.



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G.T. Bynum, Mayor

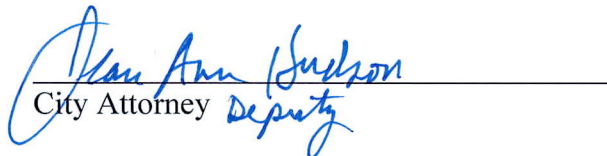
ATTEST:



\_\_\_\_\_  
City Clerk



APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
City Attorney Deputy