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**Policy 2330 – Use of State Auditor's Electronic Signature and Seal**

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**BACKGROUND**

Certain reports can be processed directly by individual teams, such as our letter opinions intended only for inclusion in Annual Comprehensive Financial Reports (ACFR). These reports will bear the signature and seal of the State Auditor. The signature and seal are available electronically but their use is strictly limited to authorized purposes.

**REQUIREMENTS**

- ✓ 1. **Use of the State Auditor's electronic seal at the team level will be limited to templates and documents approved by the Director of Communications.**

Approved seals and logos can be found in the [Official Style Guide](#).

A number of template documents included in TeamMate include the official seal and may be used in accordance with the approved purpose of such documents. Template content of such documents may not be significantly modified by teams without prior approval of the Director of Communications.

- ✓ 2. **Use of the State Auditor's electronic signature at the team level will be limited to reports as described in the Audit Reports Standards Manual.**

All other communications prepared at the team level will bear the signature of the audit manager/principal or designee.

Audit managers/principals may use an electronic signature.

- ✓ 3. **Unauthorized use of the State Auditor's electronic signature and/or seal will result in disciplinary action, up to and including termination.**