

# BROADCAST BULLETIN

TO:  
Procurement and Contracting Officers (PCO) & Purchasing Authority Contacts (PAC)

SUBJECT:  
eSignature Capability added to the STD 65 Purchasing Authority Purchase Order and STD 215 Agreement Summary

**Purpose** The purpose of this communication is to announce the availability of eSignature capability for the following forms:

- [STD 65 Purchasing Authority Purchase Order \(Rev. 04/2020\)](#)
- [STD 215 Agreement Summary \(Rev. 04/2020\)](#)

**Policy** State agencies may use the eSignature capability for required signatures on the STD 65 and STD 215.

The State Contracting Manual (SCM) will be updated at a later date to reflect changes related to the eSignature capability for the STD 65 and STD 215 forms.

The use of eSignatures is supported by the following policy in the State Administrative Manual (SAM): Section 1240 ELECTRONIC SIGNATURES, ELECTRONIC TRANSACTIONS AND ELECTRONIC RECORD MANAGEMENT POLICY.

**Background** DGS supports the use of eSignature and when feasible, is incorporating this capability into forms and business processes.

**Procedure/ Process** At this time, the use of eSignature for the STD 65 and STD 215 is at the discretion of each state agency. State agencies must provide guidance to their procurement professionals (aka “buyers”) on this matter and must update internal procurement policy and procedure manuals as appropriate.

State agencies that have been approved to use an alternate version of the STD 65 and need assistance to add the eSignature capability can contact the DGS Forms Management Center at: [FormsManagement@DGS.ca.gov](mailto:FormsManagement@DGS.ca.gov)

**Questions** [pdforms@dgs.ca.gov](mailto:pdforms@dgs.ca.gov)