

Yellowstone County



COMMISSIONERS
(406) 256-2701
(406) 256-2777 (FAX)

P.O. Box 35000
Billings, MT 59107-5000
bocc@yellowstonecountymt.gov

Date: February 18, 2025

Subject: Guidelines for the Use of DocuSign and Electronic Signatures in Contracts

Attention: Yellowstone County Department Heads:

The purpose of this memorandum is to provide guidance to Yellowstone County department heads regarding the use of DocuSign and electronic signatures for contracts, as well as the limitations on contracts that may be signed by individual departments.

Yellowstone County's Purchasing Policy (attached) outlines the requirements and restrictions for departmental purchasing. As stated in the policy:

All agreements and contracts (excepting certain MetraPark contracts¹, and routine operational service and maintenance contracts) between any outside person or entity and Yellowstone County must be approved by the Board of County Commissioners prior to obligating Yellowstone County if any of the following factors exist:

- 1) The contract is in excess of \$20,000 or
- 2) The contract's term is in excess of one (1) year, or
- 3) The department's budget does not have sufficient funds to purchase the service or item.

The contract will be an official meeting agenda item and an official record of Yellowstone County.

Additionally, "Goods or services specifically approved by the Board of County Commissioners during the budget process and within the amount specifically approved, in amounts less than \$80,000, shall not require an RTE or Board approval."

Under these, and other policies, department heads are authorized to sign contracts or agreements within the above-listed limits. Once a contract is signed, it must be placed on the BOCC's agenda to ensure compliance with the purchasing policy and to maintain a centralized record of contracts. Contracts that exceed the amounts and conditions above must be signed by the BOCC.

¹ The exception regarding Metra contracts pertains to event contracts.

Furthermore, the use of DocuSign and electronic signatures has become increasingly common. Any contract requiring BOCC approval must be presented to the Board before being signed, regardless of whether it utilizes an electronic signature. The same signature authorization rules that apply to traditional contracts also apply to those signed electronically.

Please ensure compliance with these guidelines to maintain transparency and proper contract management. If you have any questions, please contact our office for further clarification.

Sincerely,

Mark Morse
Yellowstone County Board Chair

Michael J. Waters
Yellowstone County Commissioner

John Ostlund
Yellowstone County Commissioner

Enc: Yellowstone County Purchasing Policy