


May 15, 2020

TO: Provost Prakash and Vice Chancellors Champagne, Hinzman, Peter and Queen
FROM: Daniel M. White, Chancellor 
RE: Docusign Process

I receive many Docusign requests. I am happy to approve by Docusign but it does present some challenges. In particular, I often receive requests directly from fiscal technicians and PPAs in departments. In many cases, I cannot tell if the dean or director approves (or even knows) and I do not have your input. Please have all units within your division that require my signature on documents via DocuSign, go through the following approval process prior to submission:

1. Approval of Dean or Director
2. Approval of Provost/Vice Chancellor
3. Submit via DocuSign for Chancellor approval at uaf.chancellor@alaska.edu

All documentation should be included as signature pages alone will not be signed. Please allow up to three business days for my approval.

Thank you.

DMW:jdp

cc: Nickole Conley, Executive Officer
Margo Griffith, Director
Kate Ripley, Director
Michelle Renfrew, Director
Gretchen Gordon, Interim General Manager
Meryem Udden, Manager