

Signature Form

Business Services



MACALESTER

This form is used to document and archive signatures of designated approvers. Having your signature on file protects you against unauthorized use of your name. Forms will be stored in a secure location in Business Services to minimize any risk of misuse of signatures.

Approver Legal Name

Date

Department

MAC ID#

Phone #

Signature _____

Initials _____

This will be your official signature on file in Business Services. It will be used for signature validation only. Please sign your name as you would when signing approval for payment requests, pcard approvals, and journal vouchers.

Route to Purchasing & Accounts Payable Manager when completed

