



# Signature Form

---

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.

**To complete the Signature form:**

1. Save the PDF to your computer.
2. Open the PDF with Adobe Acrobat Reader.
3. Fill the form.
4. Print the form.
5. Sign and initial the form.
6. Send the completed form to Accounts Payable at 77Mac when completed.

Approver Legal Name

---

Date

---

Department

---

MAC ID#

---

Phone #

---

Signature (sign with ink)

---

Initials (initial with ink)

---

This will be your official signature on file in Business Services. This document will be used for signature validation only. When signing approval for payment requests, Pcard approvals, and journal vouchers, please sign as above.