# CatCard E-Signature Submission Form

Purpose of Form:  This form is for University of Arizona employees who sign auditable documents, and whose electronic signature is not on file in the electronic signature database.  This form is designed only for people who reside **outside of the Tucson metropolitan area.**

Instructions:
1. Fill in the information requested below
2. Sign within the perimeter of the box below. NO PART OF THE SIGNATURE MAY BE OUTSIDE THE BOX
3. Mail this original form and a copy of your Driver's License to:

   University of Arizona
   Attn:  CatCard Office
   1303 E. University Blvd, Bldg 17, Rm 142
   Tucson, AZ  85721

Your signature will be scanned electronically for use when verifying signatures on auditable documents.  Please allow up to 10 days for your signature to be in the database.

_____
PRINT NAME

_____
EMPLOYEE ID NUMBER

0- __ __ __ __
DEPT. 5-DIGIT NUMBER

***ENTIRE* SIGNATURE MUST BE CONTAINED INSIDE THE BOX ABOVE**

_____
TELEPHONE NUMBER

_____
DATE

CatCard Internal Use Only:_____

Refer Questions or Comments to:  CatCard Office, 520-626-9162                    7/29/10