



Purpose: 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. *Use of this form is intended only for people who reside outside of the Tucson area.*

Instructions:

1. Complete 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
1209 E. University Blvd Room 104
Tucson, AZ 85721

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

PRINT NAME

EMPLOYEE ID NUMBER

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

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

TELEPHONE NUMBER

DATE

Questions or Comments: 520-626-9162

Internal Use Only: _____