

## 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 278  
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