

TylerForms Output Management Electronic Signature Sheet Signature Sheet for USVI PURCHASE ORDER Forms

Site Name: USVI

Department Name: ______(MUST BE PROVIDED)

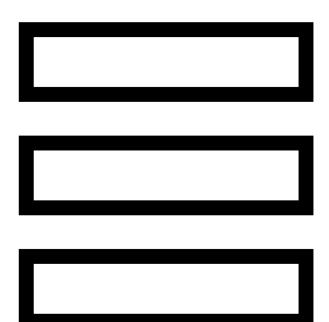
Department Number: _____(MUST BE PROVIDED)

Printing Application: Purchase Order

Sign your name in **black ink** (not felt tip marker) inside the three appropriate boxes below. Signatures cannot exceed the height and width dimensions of the boxes. DO NOT sign on the box lines - anything outside of the white space of the inner box will not be readable and therefore will not appear on the check.

> This sheet <u>MUST</u> be submitted via mail or overnight carrier. No fax transmissions or photocopies will be accepted.

DEPARTMENT OR AGENCY CERTIFYING OFFICER SIGNATURE Sign **INSIDE** all three boxes below



PRINTED NAME OF SIGNATURE ABOVE

TITLE IS STATIC ON THE PURCHASE ORDERS: Department or Agency Certifying Officer