



# SOUTH BEND COMMUNITY SCHOOL CORPORATION

## Signature Sample Form

All employees who will sign finance-related items, contracts, MOUs, supervisory functions, etc. must complete this Sample Signature Form. This form will be used to verify that signatures received in the future are from authorized signatories.

Employee Name (Print Legibly): \_\_\_\_\_ Employee ID# \_\_\_\_\_

Building / Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

**In your usual handwriting/script, please fill out the following:**

Name: \_\_\_\_\_

Daily Signature: \_\_\_\_\_

Formal Signature: \_\_\_\_\_

**Submit this completed form to:**

- > Human Resources
  - a) Scan form to be centrally saved (Google Docs)
  - b) Save original form in employee's file

