

WinCap Signature Request Cover Form

(Used for PO's, AP/PR checks, Cash Receipts. Enhanced Reporting is a separate form)

(March 2017)

District/BOCES Name: _____

Site System Manager: _____

Authorized Signature: _____

Signature changes must be authorized by WinCap System Manager, Business Official, or Superintendent. We apologize, but no exceptions will be made.

Please allow five (5) working days for the WNYRIC to process your request; this does not include shipping time.

Signature Fee - \$100.00 each

Please review all questions on the form and respond as needed to ensure no delay occurs in processing your request file(s). Thank you.

- Keep signature within the parameters of the box; do not write on the box lines.
- Use black ink, gel pen or ball point, no markers.
- Do not fax the signature page; the original form is needed to create signature files.
- Do not fold paper on the signature itself when mailing.

Number of Signature(s) Required: *(If not indicated, system will be set to 1 signature)*

How many signatures are required for every Purchase Order? **1 or 2** *(Please circle)*

How many signatures are required for every AP check? **1 or 2** *(Please circle)*

How many signatures are required for every Payroll check? **1 or 2** *(Please circle)*

Note: Cash Receipt is limited to one signature only.

Return completed form, including this cover page to your Regional Information Center:

Erie 1 BOCES
WNYRIC
Attn: Dawn Carcione
355 Harlem Road
West Seneca, New York 14224

For questions, contact the WinCap support team at tswincap@e1b.org.

WinCap Signature Request Form

(Please include Cover Sheet (previous page) with this form)

Complete one form for each signature needed.

The cover page of this form must be submitted with all signature requests.

Date signature change is needed: _____ (not applicable for new client sites)

_____ **Remove** the following Signature:

Date to Remove: _____

Signature to Remove: _____

Signature should be created on the following media: **(You must choose one format per signature)**

_____ Store on *WinCap* server (Cash Receipts signature must be stored on the *WinCap* server)

_____ CD-ROM - Large or Small CD?

Require password for signature use? _____ (password will be reset on first use)

Check each item signature should be used for:

_____ Primary Purchasing Signature

Caption to appear under signature on PO: _____

_____ Primary AP Checks Signature

Caption to appear under signature on Check: _____

_____ Primary PR Checks Signature

Caption to appear under signature on Check: _____

_____ Cash Receipts, Caption is always Treasurer (only one signature allowed)

Backup Signatures (If needed for use during vacation or other leaves)

_____ Backup or Alternate Purchasing Signature

Caption to appear under signature on PO: _____

_____ Backup or Alternate AP Checks Signature

Caption to appear under signature on Check: _____

_____ Backup or Alternate PR Checks Signature

Caption to appear under signature on Check: _____

- Keep signature within the parameters of the box; do not write
- Use black ink, gel pen or ball point, no markers.

Please Print Name

Phone

Email