



## Electronic Signature Request for Purchase Orders

Complete all information below to request to have an electronic copy of your signature available for purchase orders. Complete this form and **submit the original to your campus security contact**. A *User Appointment Form for all RF Business Applications* requesting access to ORG Purchasing Buyer responsibility will need to accompany this form and should be mailed to:

**Research Foundation Central Office  
Central Office – Information Services Department  
Attn: Customer Services  
P.O. Box 9  
Albany, NY 12201-0009**

Contact Name and Phone Number: \_\_\_\_\_

Oracle User Name (must be exact name): \_\_\_\_\_

Location Code: \_\_\_\_\_

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

Enter your signature **in black ink** in the box below: