



## Signature Sample Sheet

Please complete this form and include a signature that can be imprinted on checks and other forms produced for your district by Kalamazoo RESA Information Systems.

Please type or print the information below:

District Name \_\_\_\_\_

Date to begin using signature on forms \_\_\_\_/\_\_\_\_/\_\_\_\_

Include signature on:

\_\_\_\_\_ Financial Accounting Checks

Signature should only be included on the specific funds/accounts listed below:

\_\_\_\_\_

\_\_\_\_\_ Payroll Checks

\_\_\_\_\_ Other forms (indicate below):

\_\_\_\_\_

\_\_\_\_\_

Please enter signature(s) in the box below. **Note:** Signature must not extend into the black border.

Please type or print:

Name of signer \_\_\_\_\_

Title of signer \_\_\_\_\_

Name of signer \_\_\_\_\_

Title of signer \_\_\_\_\_

When complete, please return this form to:  
Kalamazoo RESA, Technology Services, Information Systems Support Help Desk.

Thank you.