

# FINANCE AND ASSET SERVICES

## Buyers Specimen Signature

In Oracle Financials (eMIS), a person who creates Purchase Orders is a 'Buyer'. A Buyers signature is electronically placed onto the Purchase Order when it is created.

As a buyer your specimen signature is required, which will only be used for Purchase Orders that you create. Your signature will be secure as its protection will be the same as for cheque signatories.

Please follow the instructions below and return this form to:

**Finance Helpdesk Level 1, Orange 2, Casuarina Campus (do not fax)**

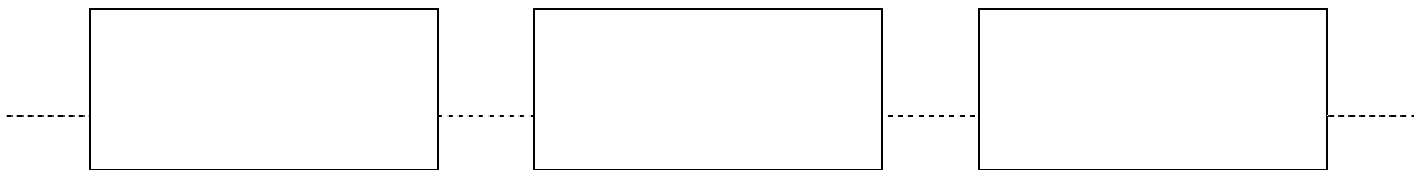
### Instructions

You must provide three examples of your signature.

Your signature can only be scanned only from an original (not photocopy or fax), but you may photocopy this page first to practice containing your signature in the box.

1. Use a **FINE BLACK TIP FELT PEN** only. Do not use blue or black ballpoint pen, they do not scan successfully
2. Sign your name in each of the three boxes:
  - Use the imaginary line as a guide to position the signature.
  - Signatures **must** be fully contained within the box.

Name: .....



Signature 1

Signature 2

Signature 3