



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

SIGNATURE DOCUMENTS

The Student Groups Department recommends groups to use **handwritten documents** or **email threads** for their Signature Documents. Groups may also use a legitimate, verifiable platform such as but not limited to JotForm, DocuSeal, DocuSign, and more.

Signature Documents Requirements:

- Legible
- Signature Date
- Payee first and last name
- Description of purchase
- **Three** current executives'
 - First and last names
 - Positions
 - Signatures

Additional Notes:

- Each Purchase Request must have its own **unique** Signature Document.
 - A single Signature Document **cannot** be used for multiple Purchase Requests.
- The person receiving reimbursement **cannot** be one of the executives on the signature document.
- All executives **must** be labelled as an executive on Student Groups Connect.
- If your group is giving funds to an external organization, include the **amount** that is being given.

If your group has any questions, please contact the Student Groups Funding Coordinator.

Handwritten Documents

A handwritten document is a piece of paper that includes all required components for Signature Documents. Your group can also fill out the Signature Document Template.

In your Purchase Request, submit a photo or a scan of the completed Signature Document.

Handwritten documents **must** be signed with an ink pen.

EXAMPLE

July 24, 2024

Payee: Enlca Head

Student Reimbursement Group Enlca Head for purchase made ~~on~~ for the Expo.

Signatures:

Wilfrid Yousi Fansi
Treasurer
Wlyf

Zoey Shaw
VP - Administration
Zay S

Nicki Kamprath
VP Events
nicki kett

Date: July 24, 2024

Payee: Erika Head

Description:

Reimbursing Erika for purchases made for Student Group Orientation.

EXAMPLE!

Signatures:

Executive Name: Wilfred Yooobi Fonsi Role: Treasurer

Signature: [Signature]

Executive Name: Zoe Shaw Role: VP - Administration

Signature: [Signature]

Executive Name: Nicki Kamprath Role: VP - Events

Signature: [Signature]

Email Threads

1. Email ALL executives in your group, using your **group's email account**. The following must be provided:
 - a. Payee
 - b. Description of what your group are seeking reimbursement for.
2. Three executives, **not** including the Payee, must respond to the email with:
 - a. Their approval
 - b. Their position
3. After three executives have responded, click on the print icon and save the document as a PDF.
4. Ensure that all the responses from the executives are in the PDF.
5. Submit the PDF as your signature document.



Grace Tsang <tsangg3@mymacewan.ca>

EXAMPLE - Reimbursement - Erika

4 messages

Grace Tsang <tsangg3@mymacewan.ca>

Wed, Jul 24, 2024 at 2:35 PM

To: tsangg3@macewan.ca, shawz3@mymacewan.ca, kamprathn@mymacewan.ca

Cc: youbifansiw@mymacewan.ca, Erika Head <heade3@macewan.ca>

Hello all,

I am emailing to seek approval to reimburse Erika Head for the purchases she made for the example Purchase Request!

Please respond to this email with "I approve" and your **name** and **executive position**.

Let me know if you have any questions.

Best,

—

Grace Tsang

Email: tsangg3@mymacewan.ca

Zoey Shaw <shawz3@mymacewan.ca>

Wed, Jul 24, 2024 at 2:36 PM

To: Grace Tsang <tsangg3@mymacewan.ca>

I, Zoey Shaw, VP-Administration, approve this purchase.

[Quoted text hidden]

Nickki Kamprath <kamprathn@mymacewan.ca>

Wed, Jul 24, 2024 at 2:37 PM

To: Grace Tsang <tsangg3@mymacewan.ca>

I approve.

Nickki Kamprath | VP Events

On Wed, Jul 24, 2024 at 2:35 PM Grace Tsang <tsangg3@mymacewan.ca> wrote:

[Quoted text hidden]

Grace Tsang <tsangg3@macewan.ca>

Wed, Jul 24, 2024 at 2:38 PM

To: Grace Tsang <tsangg3@mymacewan.ca>

I, Grace Tsang, Vice President, approve of this!

Grace Tsang | Student Groups Coordinator | BComm

Rm: SA-214B, 10850-104 Ave | Edmonton, Alberta T5J 4S2

T: 780-497-4362 | F: 780-497-5470 | samu.ca

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RE: EXAMPLE - Reimbursing Erika

Grace Tsang <tsangg3@macewan.ca>

Wed 7/24/2024 2:30 PM

To: Nickki Kamprath <kamprathn@macewan.ca>; Zoey Shaw <shawz3@macewan.ca>; SA Groups Admin <sagroupsadmin@macewan.ca>
Cc: Erika Jean Head <heade3@macewan.ca>; Wilfrid Youbi Fansi <youbifansiw@macewan.ca>

I, Grace Tsang, Vice President, approve of this purchase!

Grace Tsang | Student Groups Coordinator | BComm

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 [Book time to meet with me](#)

From: Nickki Kamprath <kamprathn@macewan.ca>

Sent: Wednesday, July 24, 2024 1:11 PM

To: Zoey Shaw <shawz3@macewan.ca>; SA Groups Admin <sagroupsadmin@macewan.ca>

Cc: Erika Jean Head <heade3@macewan.ca>; Grace Tsang <tsangg3@macewan.ca>; Wilfrid Youbi Fansi <youbifansiw@macewan.ca>

Subject: Re: EXAMPLE - Reimbursing Erika

I approve.

Nickki Kamprath | VP-Events

From: Zoey Shaw <shawz3@macewan.ca>

Sent: Wednesday, July 24, 2024 11:32 AM

To: SA Groups Admin <sagroupsadmin@macewan.ca>

Cc: Erika Jean Head <heade3@macewan.ca>; Grace Tsang <tsangg3@macewan.ca>; Wilfrid Youbi Fansi <youbifansi@wilmacewan.ca>; Nickki Kamprath <kamprathn@macewan.ca>

Subject: Re: EXAMPLE - Reimbursing Erika

I, Zoey Shaw, VP-Administration, approve this purchase.

From: SA Groups Admin <sagroupsadmin@macewan.ca>

Sent: Wednesday, July 24, 2024 10:50 AM

Cc: Erika Jean Head <heade3@macewan.ca>; Grace Tsang <tsangg3@macewan.ca>; Zoey Shaw <shawz3@macewan.ca>; Wilfrid Youbi Fansi <youbifansi@macewan.ca>; Nickki Kamprath <kamprathn@macewan.ca>

Subject: EXAMPLE - Reimbursing Erika

Hello all,

This is an example of an email-timestamped signature document! I am seeking approval to reimburse Erika Head for the purchases she made for our Student Groups Orientation event.

Please respond to this email with "I approve" and your **name** and **executive position**.

As always, please let me know if you have any questions.

Best,
Grace Tsang

EXAMPLE