

Attachment to University Registrar Office Policy #19

**RECEIPT OF UNIVERSITY REGISTRAR
SIGNATURE STAMPS AND SEALS**

To be completed by all employees in the Office of the University Registrar, including temporary and student workers issued stamps and seals to perform certifying functions authenticating the accuracy of enrollment and academic information contained in student records.

This is to acknowledge that I have received the University Registrar Signature Stamp and Seal, and will use these tools for the sole purpose of my certifying official duties as instructed by my supervisor in the performance of my principal functions. I also understand my responsibilities in protecting and securing these tools according to the Office Security Policy (#19) contained in the Office of the University Registrar Office Policy Manual.

Employee Signature: _____ Date signed: _____

Supervisor issuing stamps and seals: _____ Date signed: _____

dcr/01-25-06