



City of Virginia Beach

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Electronic Forms Consent

Finance/Purchasing Division – 2388 Liberty Way – Virginia Beach VA 23456

The City of Virginia Beach has implemented a new financial system, to allow for faster and more efficient means of receiving purchase order contract documents we are asking you to complete the attached document to receive purchase orders electronically. The form must have an original signature using blue or black ink.

Mail the completed form to:
City of Virginia Beach
Purchasing Division
2388 Liberty Way
Virginia Beach, VA 23456

(original signature must be received; scanned documents will not be accepted)
Should you have any questions please email SupplierPortal@vbgov.com

Thank you,
The Purchasing Staff

Consent to Accept Electronically Signed Documents

Company Name

Address

With signature of this form you specifically agree to receive, obtain, and/or submit City of Virginia Beach documents and information with electronic signatures. You agree that the electronic signatures appearing on all documentation are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

An agent authorized to bind the company shall sign this document. The document shall be signed by the President or Vice-President of the company or a corporate resolution authorizing signature authority must be provided with signature.

Signature

Date

Printed Name

Title