

California Arts Council

Definition of a Signature



Acceptable types of signatures*:

- Electronic (ex: Docusign, Adobe Sign)
- Typed
- Inserted image file
- Wet (physically signed and scanned)

Acceptable document formats:

- PDF
- Word document

Placement:

- Signatures should be placed above signature lines:

Sincerely,

Joe Schmoe

Joe Schmoe
Executive Director

- Signatures can also be placed in signature block:

Joe Schmoe
Executive Director

Usage:

- The above signature types are acceptable for use on legislator thank you letters and fiscal sponsor agreement letters.
- ***The above types of signatures are NOT acceptable for STD 204s (Payee Data Records) and STD 213s (Grant Standard Agreements). These forms MUST be signed using Signority, as described in the instructions for each form.**