



Electronic Forms Consent

Finance Department, Purchasing Division
2401 Courthouse Drive, Building 1, Municipal Center

To allow for a 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
2401 Courthouse Drive, Building 1, Third Floor
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

Purchasing Division

Consent to Accept Electronically Signed Documents

Company Name: _____

Address: _____

Email address for receipt of purchase orders and solicitation notification: _____

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 the signature.

Signature: _____

Date: _____

Printed Name: _____

Title: _____