Klarstig

# Procurement Insurance Identity Verification

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Record what needs to be verified, the evidence considered and the result. Limit the information to what is necessary for the stated purpose.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference ***

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Purpose of the verification ***

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

**Fact or information to verify ***

(Free-text answer - not filled in for this example)

**Type of evidence considered ***

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

**Evidence reference without sensitive identifiers ***

REF-2026-0146

**Verification date ***

November 14, 2026

**Authorized verifier name or role ***

Alex Rivera

**Result ***

Not verified

**Limitations discrepancies or follow up**

(Free-text answer - not filled in for this example)

## Specific details

**Identity claim and verification method**

Complete when relevant to this request.

(Short answer - not filled in for this example)

### Evidence type issuing authority and discrepancies without full document numbers

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## Operating context

### Policy service or case reference

Complete when relevant to this request.

Operations

### Relevant dates evidence and authorized review contact

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## Team specific details

### Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

### Specifications alternatives approval limits and delivery requirements

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA