Account Authorized Signatures

Please type

Account Name _____ Account # _____

Account Manager _____ Signature _____

The following forms are designated to require a substitute signature in lieu of account manager's signature in his or her absence:

Check all forms that apply:

- ☐ Affiliation Agreements
- ☐ Agreement - Contracts
- ☐ Application for Outside Employment, Consultation, Positions, Appointments
- ☐ Budget Amendment - Across Division Lines
- ☐ Budget Amendment - Across Schools/Depts.
- ☐ Budget Amendment - Additional Appropriations
- ☐ Budget Amendment - Grants
- ☐ Budget Amendment - Within Department
- ☐ Budget Amendment - Within Schools/Departments
- ☐ Change of Memorandum Of Employment
- ☐ Consultant Authorization
- ☐ Equipment Service Request
- ☐ Grant Performance Report
- ☐ Grant Proposal
- ☐ Information Submission Form Grants/Contracts
- ☐ Inventory Transfer Form
- ☐ MOE - Faculty
- ☐ MOE - Faculty Overload, PT Lecturer
- ☐ MOE - Full Time
- ☐ MOE - Temporary Full/Part Time Staff
- ☐ Memos of Appointment
- ☐ Reimbursement Form
- ☐ Renovation/Construction of Facilities
- ☐ Request for Information from Institutional Research
- ☐ Request for Membership
- ☐ Request for Reclassification/New Position
- ☐ Request to Advertise
- ☐ Request to Cannibalize
- ☐ Request Use of Facilities
- ☐ Requisitions - Grants
- ☐ Requisition - TSC District Office
- ☐ Requisition - UTB Purchasing Office
- ☐ Scholarship Agreements
- ☐ Scholarship Agreements - Athletics
- ☐ Staff Absence Reports
- ☐ Termination Notice
- ☐ Travel Application
- ☐ Travel Voucher
- ☐ Vacation Request
- ☐ Vehicle Request Form

In account manager's absence only, the following person(s) can sign for account manager:

1. _____
   typed name | full written signature | written initials

2. _____
   typed name | full written signature | written initials

3. _____
   typed name | full written signature | written initials

Above signatures approved by:

_____
Signature of Account Manager Supervisor Date

COPIES: 1. Budget Office 2.Human Resources 3.Physical Plant 4.Purchasing 5.Information Systems 6.Business Office

Revised November 2003