

SIGNING AUTHORITY FORM

Signing authority is provided to individuals to assign a level of accountability associated to financial transactions recorded on a FOP/FA. Each signing authority code defines the responsibility granted related to the funding including approvals of expenses or access to reports. Use this form to add, update or remove individuals to/from FOP or FA combinations (operating or research), or to submit a mass change. Please complete only the sections below that apply. All changes must be authorized by the Primary Signing Authority.

Request Date: _____

Option 1 - Specific FOP/FA Combination (Operating, Research or Balance Sheet)

FOP/FA _____

Option 2 - Mass Change to update existing signing authorities

You can indicate specific 6-digit Organization codes or request all Organizations within a unit by specifying the predecessor code. e.g. All operating funds in Organization 3xxxxx from one individual to another.

Organization(s) or Predecessor(s) _____

Primary Signing Authority (PS)

This is the person ultimately responsible for the FOP or FA, also known as the principal investigator on a grant. Only one individual can be the primary per FOP or FA combination.

	Print Name	Employee #	Effective Date
New PS:	_____	_____	_____
Remove PS:	_____	_____	_____

Alternate Signing Authority (AS)

Individuals with this permission can approve expenditures and view reports. Expenditure approvals are not limited to specific thresholds. When working with research funds, units are encouraged to establish internal controls for alternate signing authorities to obtain approvals from the principal investigator before transactions are processed as needed.

	Print Name	Employee #	Effective Date
New AS:	_____	_____	_____
New AS:	_____	_____	_____
Remove AS:	_____	_____	_____

Payroll Mail Authority (PM)

This individual will receive all the payroll related printed materials. Only one individual can be assigned per FOP or FA combination, if no assignment is applied the primary signing authority will receive mailings

	Print Name	Employee #	Effective Date
New PM:	_____	_____	_____
Remove PM:	_____	_____	_____

VIP Report Access (VR)

This permission allows individuals to run payroll reports in the VIP system for the FOP or FA. VIP access is required.

	Print Name	Employee #	Effective Date
New VR:	_____	_____	_____
Remove VR:	_____	_____	_____

Approval of Primary Signing Authority:

Who can authorize?

1. Research grant requests to add, update or remove signing authorities must be authorized by the Primary Signing Authority.
2. Operating or Balance sheet fund requests may be authorized by the Dean, Director, Department Head, Business Manager or Primary Signing Authority.

_____	_____	_____
Print Name	Signature	Date