



## Signature Authority Designation

Foundation policy allows a Dean or higher-level administrator to designate one or more persons to sign Foundation forms on his or her behalf. This designee's signature must be on file at the Foundation.

(Please print or type)

I, \_\_\_\_\_, as \_\_\_\_\_, do hereby designate signature  
(Name) (Title)  
authority for Foundation forms to the following University employees as designated below.

(1) \_\_\_\_\_  
(Name) (Title)

- Check Requests
- Credit Card Statements
- Transfer of Funds Between Foundation Accounts
- Approvals Required by the Addendum to the Affiliation Agreement

*Note: Designation of more than one employee is optional.*

(2) \_\_\_\_\_  
(Name) (Title)

- Check Requests
- Credit Card Statements
- Transfer of Funds Between Foundation Accounts
- Approvals Required by the Addendum to the Affiliation Agreement

(3)  Additional Designees – see attached list.

In executing this document, the signers acknowledge their responsibility for reviewing all Foundation forms and requests they approve for their unit and for determining the appropriateness thereof, and that the Dean or higher-level administrator retains responsibility for the actions of the designee(s).

Effective Date: \_\_\_\_\_

Signature of Dean or  
Higher-Level Administrator: \_\_\_\_\_

Signature of Designee (1) \_\_\_\_\_

Signature of Designee (2) \_\_\_\_\_

**Please check one of the following options.**

- This form replaces all previous Signature Authority Designation Forms.**
- This form is in addition to previous Signature Authority Designation Forms.**