

**The University of Texas at Austin
Signature Authorization Request Form**

Return form to: Signature Desk
Office of Accounting
MAI 132/K5300
Fax: 232-3360

Name of Department/Unit		Date	
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ADD the following individuals as authorized signers:

Signer Name & UT EID	Authorization Period <i>(mark only one)</i>
	<input type="checkbox"/> Indefinitely. I understand that signature authority will not expire and will not be removed without action on my part. <input type="checkbox"/> From _____ to _____. I understand that signature authority will expire and will not be renewed without action on my part.
	<input type="checkbox"/> Indefinitely. I understand that signature authority will not expire and will not be removed without action on my part. <input type="checkbox"/> From _____ to _____. I understand that signature authority will expire and will not be renewed without action on my part.
	<input type="checkbox"/> Indefinitely. I understand that signature authority will not expire and will not be removed without action on my part. <input type="checkbox"/> From _____ to _____. I understand that signature authority will expire and will not be renewed without action on my part.
	<input type="checkbox"/> Indefinitely. I understand that signature authority will not expire and will not be removed without action on my part. <input type="checkbox"/> From _____ to _____. I understand that signature authority will expire and will not be renewed without action on my part.

REMOVE the following individuals as authorized signers:

Signer Name & UT EID	Effective Date	REASON for adding/deleting signers

These authorizations apply to the following units and/or budget groups:

Unit/Budget Group	Title

Person to notify upon completion:

Name		E-mail	
Mainframe Logon ID		Phone	

I understand that by signing this form, I am updating manual signature authority for all of the account(s) in the above unit(s) or budget group(s) to the signers authorized above.

Authorized Signer (see GG6 in *DEFINE)

Printed Name of Authorized Signer

Office of Accounting Use Only:			Revised 2/7/08		
Date Updated		Completed By		Contacted Dept	

Signature Authorization Request Form Instructions

This form is for updating manual signature authority. This form is NOT for updating electronic signature authority. Electronic signature authority is updated by electronic office managers. If you have any questions, please call the Office of Accounting at 471-8802.

Name of Department/Unit: Enter the name of the department or unit for this request.

ADD the following individuals as authorized signers:

Signer Name & UT EID

Enter the name and UT electronic ID (UT EID) of the person to be added as a signer. Each form has space for four people to be added.

Authorization Period: There are two options available. Mark only ONE option.

Indefinitely Marking this option indicates that the requested signer will have signature authority until further notice. Signature authorization for this individual will roll over each year until another request is submitted to remove the authorization.

From/To Marking this option indicates that the requested signer will have signature authority for the specified period. Signature authorization will expire and will not continue unless another form is submitted.

REMOVE the following individuals as authorized signers: Enter the name and UT EID of the person to be removed as a signer and the effective date of the removal. Each form has space for three people to be removed.

REASON for adding/deleting signers: Enter the reason signature changes are needed. Examples: promotion, retirement, etc.

These authorizations apply to the following units and/or budget groups:

Unit/Budget Group

Enter the unit code and/or budget group for the signature changes. Examples:

(1) 5100-000. Signature authority will be updated at the unit level for unit 5100-000 *only*. Signature authority at the unit level will be effective for all budget groups within a unit. Therefore it is not necessary to list all budget groups in the unit.

(2) 5100-XXX or 5100... Signature authority will be updated at the unit level for unit 5100-000 *and all subunits within 5100* (i.e., 5100-001, 5100-002, etc.).

(3) 19-9999-99. Signature authority will be updated at the budget group level *only*.

(4) 19-9999-9950. Signature authority *will not be updated*. Signers can only be added at the budget group level. The form will be returned to the initiator for correction.

Title: Enter the corresponding title of the unit(s) and/or budget group(s).

Authorized Signer: The person approving this request signs on this line. An authorized signer must be the unit administrator or a person higher in the reporting chain for the units/budget groups on the request. Use the GG6 command in *DEFINE for a unit code to find administrators who can approve the request. Use the GBS command in *DEFINE for a budget group to find administrators who can approve the request (the administrator's name must be above the dashed line in order to approve the request).