

Fund # _____

Date _____

Fund Name _____

UPDATE FUND APPROVERS FOR EXPENDITURES

Fund Director

1. Name _____ Department _____ Mail Drop _____

Signature _____ Title _____ Extension _____

Signatories in addition to Fund Director

2. Name _____ Department _____ Mail Drop _____

Signature _____ Title _____ Extension _____

3. Name _____ Department _____ Mail Drop _____

Signature _____ Title _____ Extension _____

4. Name _____ Department _____ Mail Drop _____

Signature _____ Title _____ Extension _____

All expenditures require approval from the Dean's Office

RECIPIENTS OF STATEMENTS

Fund Director and Additional Signatories will automatically receive fund statements.
Please provide names and emails below for additional recipients.

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

DIVISION APPROVAL (PRESIDENT/VICE PRESIDENT/DEAN)

I approve the authorized signatories.

Name _____ Signature _____ Date _____

FOR FOUNDATION USE ONLY

Foundation Officer _____ Signature _____ Date _____

Completed By _____ Date _____