



Signature Authority Form

A **Fund Administrator** is responsible for approving expenditures from each fund to ensure the authenticity and appropriateness of the expenditure, compliance with the donor fund agreement, and adherence to Foundation policies.

Fund Administrators include the President, Vice Presidents, Deans, or Directors of a particular unit. Fund Administrators may request to delegate his/her signature authority to another employee in that unit, when appropriate. The **Signature Authority Form** must be completed and approved by the Foundation office in order to delegate signature authority.

Fund Administrator Name and Title

In accordance with Section 5.1 of the University of North Georgia Foundation, Inc. Policies and Procedures Manual, the individuals below have the authority to sign on my behalf for all UNGF accounts associated with the unit/school/college, unless specifically noted below. Please send completed forms to Accounting-Advancement Services, DOB 329, Dahlonega

This document replaces any previous documents relating to signature authority for foundation accounts

Name
(Print) _____ **Signature** _____

Title _____

Fund Account or Department Restrictions _____

Name
(Print) _____ **Signature** _____

Title _____

Fund Account or Department Restrictions _____

Fund Administrator Approval:

Signed: _____ **Date:** _____

Foundation CEO/COO Approval:

Signed: _____ **Date:** _____