

Student Government Accounting Office (SGAO)

SIGNATURE AUTHORIZATION FORM

Instructions: Complete, sign, and return this form to the SGAO office (SUB 1018, MSC03-2210). In order to be an authorized signer, the individual must be a currently enrolled UNM student or a faculty/staff advisor of the organization. Please refer to the UNM Chartered Student Organization Policy for complete eligibility requirements. By being an authorized signer on this form, your e-mail address may be added to the SGAO List-serv.

- Used to establish or change authorized signers on your SGAO account.
- All signers must be renewed every July 1st to remain active on the account.

Date: ___/___/___

Account Name: _____

Index: 670 - ___ ___ ___

For changes to original on file only:

ADD to current signatures on-file*

REPLACE all previously submitted signatures

*Requires authorization of current President or Treasurer on file for this account.

Signature Title

AUTHORIZED SIGNER(S)

Print Name	Banner ID	E-mail	Signature	Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DELETE AUTHORIZED SIGNER(S)

Name(s)

The above listed individuals will be recognized as duly authorized representatives for the account listed above. Your Signature on this form indicates that in accordance with University Business Policy and Procedures Manual Section 3715-1, 3720, 4000-3, 4325-2,3 (Conflict of Interest) you are certifying that neither you nor any relative of yours will inappropriately benefit from any payment made from the account listed above.

NO EXPENDITURES WILL BE PROCESSED WITHOUT THIS FORM ON FILE

White – SGAO

Yellow – Student Organization

(Revised 08/16)