

SIGNATURE AUTHORIZATION FORM

Valid July 1 – June 30

- This form is 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.

- 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 will be added to the SGAO list-serv.
- **Complete, sign, and return this form to the SGAO (SUB 1018, MSC03-2210) or sgao@unm.edu.**

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)

<i>Print Name</i>	<i>Banner ID</i>	<i>E-mail</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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.