Stony Brook Foundation

Account Set-up
Authorized Signatures Form

Definitions:

Account Director - Has primary authority to commit and spend account funds. Only the Account Director can delegate authority to Account Assistants and Signatory Delegates.

Account Assistant - Is an individual appointed by the Account Director. Once appointed has the authority to act on behalf of the Account Director to assign Signatory Delegates and additional Account Assistants. Account Assistants do not have the authority to commit or spend account funds unless they are also designated as a Signatory Delegate.

Instructions:

Submit this completed form via fax to (631) 632-6918 or via campus mail to SBF, Z=1188.

Section I (Account Numbers)

Section II (Account Director)	
Full Name	**SBID**

Section III (Account Assistants)	
Full Name	**SBID**

Section IV (Affirmation)

I, _____ , am the Account Director of the accounts listed in *Section I*. I authorize the people listed in *Section III* to update these accounts. Some examples of updating an account include adding and removing: Delegates authorized to sign, report recipients, additional Account Assistants, etc. Account Assistants are not authorized to encumber or commit account funds unless I had listed their names as a Signatory Delegate using E-RAS. I agree to accept full responsibility for all actions made by the Account Assistants to the accounts listed above and that all actions are made on my behalf. This authorization may be revoked by me or by subsequent Account Directors by providing written notice to the Stony Brook Foundation Business Office.

_____   _____
Account Director Signature   **Date**

Instructions:

We only need your signature once. If you have already signed a form like this one, please do not sign again.

Have all signatories sign their full names within their respective boxes. **THE ENTIRE SIGNATURE MUST BE INSIDE THE BOX AS SHOWN BELOW.**

Stony Brook ID Number

Full Name
(First then Last)

| 003787550 | JOHN DOE |

Signature

Please mail to:

Stony Brook Foundation
Z=1188

| 003787550 | JOHN DOE |

| 103787550 | Konstantinous Pontiklusis |

EMAIL

FAX