

Signature Authorization

Please submit **TYPED** form to Contract and Grant Accounting
MSC 01-1245 CGA 2100

Index:
Index Title: _____
 Project Number: _____
 Date: _____
 Responsible Person/ or PI _____
 Index Administrator: _____

Fund: _____
Org Code & Name: _____
Program: _____
Activity: _____
 UNM ID: _____ Telephone: _____
 UNM ID _____ Telephone: _____

The following individuals are authorized to sign on the above index for the documents specified:

Names(s) of Individuals Authorized to Approve Documents	Signature	Title	UNM Net ID	All HR Documents*	PR Internal Only	Non Travel DPR	Travel DPR	Petty Cash

***Separate UNM Signature form is required for time sheets.**

RESTRICTED INDICES ONLY

GRANT CODE: _____

This contract or grant is governed by policies and procedures of the University of New Mexico, Awarding Agency, and the OMB Circulars A-21 and A-110.

The accountant assigned to this account is _____. It is recommended that a meeting be scheduled to answer questions regarding proper accounting and reporting. Over expenditures to this index will be charged to the departmental IDC index or _____ (indicate Unrestricted Index #) as necessary.

Expenditure documents will not be processed until this FULLY completed and signed authorization is received.

More information on University Policies may be obtained online at <http://handbook.unm.edu/> (the UNM Faculty Handbook); and <http://policy.unm.edu/university-policies/index.html> available at the UNM Policy Office, Scholes Hall Room 114, 277-2069. Agency Guidelines are available from the team assigned to your account, at the appropriate Accounting Office.

As P.I. for this accounting string, I am aware of and agree with the department’s electronic approval queue. In my long term absence or illness the Department Chair or Dean may also sign.

I understand that although the above are authorized to sign for this index in my absence, as Dean, Director, Principal Investigator or other Responsible Person, I am ultimately responsible for my transactions.

 Signature

 Date