



Controller's Office • Long Jones Hall • Rm 263

## Agency Account - Authorized Signature Form

**Instructions:** Fill in the requested information and return to the Controller's Office with the New Account Application (for new accounts) or the Acknowledgement Form (for existing accounts). This form will be used to verify signatures on any incoming documents related to the account listed. Original ink signatures only. Faxed, copied, or stamped signatures will not be accepted. **NO BLACK INK.**

Account Name: \_\_\_\_\_

Account Code: \_\_\_\_\_

Organization Title	Name	Signature	Initials
President	John Doe	<i>John Doe</i>	<i>JD</i>

**Note:** Agency Accounts and their officers are responsible for any financial obligations incurred by the organization and for any overdraft in their University account. (Please refer to the Agency Account Policy for details.) Only those persons signing this form (above) are considered authorized signers for the account. Advisors cannot serve as signers on student organization accounts.

\_\_\_\_\_  
Agency Account Custodian (Controller's Office)

\_\_\_\_\_  
Date