

## Guidelines for Completing the Signatory Authority Form

**The Signatory Authority Form is used to assign approval authority for non-payroll financial transactions.**

1. Name (Last, First)

Select one: Employee or Affiliate

2. The signature that will match all request forms

3. Campus Address

4. School (drop down list)

5. The signer's department

6. Phone number where the signer can be reached

7. The signer's email address

8. List all project IDs or type (ALL)

9. List all owner depts.

10. Check all that apply

11. Your Dept. Head's signature (check with your Financial team if unsure)

12. Print the Dept. Head's name

13. The title of the Dept. Head

14. Date all forms that require a signature

**\*\*\* Copies or electronic signatures are not allowed.**

Financial Services

**Signatory Authority Form**  
(non-Payroll)

Employee  
Affiliate

Name	<b>1</b> Choose one: •<(				
Signature	<b>2</b>				
Campus Address	<b>3</b>				
School/Unit	Choose one <b>4</b>				
Department Name	<b>5</b>				
Phone	<b>6</b>				
E-mail	<b>7</b>				
Project ID	Owner Department	Project ID	Owner Department	Project ID	Owner Department
<b>8</b>	<b>9</b>				

**Check all that apply:**

**10** {

<input type="checkbox"/>	<b>All</b>
<input type="checkbox"/>	Capital Equipment Transfer Form
<input type="checkbox"/>	Excess Property Declaration/Capital Asset Deletion Form
<input type="checkbox"/>	Requisition - Capital Funded
<input type="checkbox"/>	Other
<input type="checkbox"/>	Tuition/Fees/Insurance Payment Forms
<input type="checkbox"/>	Working Fund Request
<input type="checkbox"/>	E-Z UMB Payment Request Form

I hereby authorize the Individual, whose signature appears above, to have approval rights for the form(s) indicated above on behalf of the specified projects/departments,

<b>11</b>	Return completed form to: Manager Disbursements Financial Services The Saratoga Building 220 Arch Street, Room 02-123 Baltimore, MD 21201
Department Head Signature	
<b>12</b>	
Department Head Name (Please print/type)	
Title <b>13</b>	
Date <b>14</b>	