

# Signature Authorization

Please submit **TYPED** form to **HSC Contract and Grant Accounting**  
**Accounting Office MSC09 5225**

**Index:** \_\_\_\_\_  
**Index Description:** \_\_\_\_\_

**Fund:** \_\_\_\_\_  
**Org. Code & Name:** \_\_\_\_\_  
**Program:** \_\_\_\_\_  
**Activity:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Responsible Person/ or PI:** \_\_\_\_\_

**UNM ID:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Index Administrator:** \_\_\_\_\_

**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*	Internal POs/PRs	Chrome River Pcard, Travel Expense, Invoice *	Petty Cash

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

**RESTRICTED INDICES ONLY** **AWARD NO:** \_\_\_\_\_

This contract or grant is governed by policies and procedures of the University of New Mexico, Awarding Agency, and the 2 CFR 200 (Uniform Guidance). The accountant assigned to this index 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 original authorization is received.**

More information on University Policies may be obtained from the UNM Faculty Handbook available at the Office of the University Secretary, Scholes Hall Rm 101, 277-4664; and from The University Administrative Policies and Procedures Manual <http://policy.unm.edu/>. Agency Guidelines are available from the team assigned to your account, at 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.

\*Please insure signature authorization is in align with the Chrome River Approval Group Form.

**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