

# 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 alignment 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