



## Winthrop University Foundation

WUF-L Alternate Signature Authority Designation

Return to: WUF Finance Office, 302 Tillman Hall

Foundation

Foundation policy allows a Vice President, Dean, or Director to designate more than one person to sign Disbursement Requests (WUF-D) for him/her in the role of Vice President, Dean, or Director. This designee's signature must be on file at the Foundation. *The designee can not sign as both Fund Administrator and as Dean or Director.*

(Please print or type)

I, \_\_\_\_\_, as Vice President, Dean, or Director of

\_\_\_\_\_, do hereby designate either:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

to sign Disbursement Requests (WUF-D) on my behalf.

In executing this document, the signers acknowledge their responsibility for reviewing all Disbursement Requests (WUF-D) for their unit and for determining the appropriateness thereof, and that the Dean, Director or Vice President retains responsibility for the actions of the designee(s).

Effective Date: \_\_\_\_\_

Signature of VP, Dean, or Director: \_\_\_\_\_

Signature of Designee (1): \_\_\_\_\_

Signature of Designee (2): \_\_\_\_\_

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Note: This form should be signed and submitted every time there is a change. All appropriate and current signatures must appear on the form at the time of each submission. This form will supercede all forms previously filed.

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