

A stylized illustration of a lighthouse on the left side, with a sunburst of yellow rays emanating from behind it. The lighthouse is light blue with a white top section. The sunburst rays are yellow and white, creating a bright, energetic background.

FY 2023 Signature Authorization Process

Controller's Office

Purpose

- The annual update of signature authorizations / delegations is an important internal control component
- Ensures that all financial transactions are authorized and executed by the individual designated, in accordance with legislative, trustee and campus delegations of authority

Scope

The signature authorization process applies to all funds allocated to departments through the campus budgetary process *excluding*:

1. **Internal awards, external grants awarded to the University and endowment fund allocations**: *These are subject to the Graduate Research Office, the Office of Research & Sponsored Programs (ORSP) and University Advancement respective signature authorizations processes.*
2. **Restricted gifts projects**: *these have their own signature authorization process, set at the time of the individual Chartfield request form submittal.*

Important Notes

- Signature authorization  Financial System access
- All Online System Approvers **MUST** be Authorized Signatories
- Update Department Manager/Chair if incorrectly stated on the Signature Form
- Department Manager and Dean / Provost / Vice Chancellor must approve all forms

University of Massachusetts Boston
Signature Authorization Form
Fiscal Year 2023

Joan Jones

Dept ID	B003800000	Dept Description:	Controller's Office	Dept Manager/ Authorized Signer:	Overko, Patricia M.
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The following individuals are authorized to sign the transactions specified on this form for all department funds. Internal awards, external grants awarded to the University, and endowment fund allocations are subject to the Graduate Research Office, ORSP, and University Advancement Signature Authorization processes, respectively.

Fund Code/ Fund Description	<i>If you need more pages</i> Project/Class Description (if applicable)	+ 3 Name of Add'l Authorized Signer (if applicable)	+ 3 Signature of Add'l Authorized Signer (if applicable)	+ 4 Name of Add'l Authorized Signer (if applicable)	+ 4 Signature of Add'l Authorized Signer (if applicable)
11000 7100-0200 Main Allot		<i>Print Name Here</i>	<i>Sign Name Here</i>	<i>Print Name Here</i>	<i>Sign Name Here</i>
51005 Tuition - In State					
51006 Tuition - Out of State					
51161 General Operating Fund					
51193 Financial Services					
51230 Other Revenue Operations					
57122 Capital Equipment					

Signatures authorizing a department's legal obligations, contracts, payments, payroll and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws and regulations, including ADA compliance.

Department Manager Name	Department Manager Signature	Date
Associate Vice Chancellor Name (Non-Academic Depts)	Associate Vice Chancellor Signature	Date
Dean/Provost or Vice Chancellor Name	Dean/Provost or Vice Chancellor Signature	Date

Distribution of Forms

Signature forms to be distributed to designated F&A Advisors, as follows:

Academic Affairs	Thomas Miller
Administration & Finance	Individual Directors
Athletics & Recreation	John Pagliarulo
Chancellor's Office	Peter Kelly
Enrollment Management	Michael Todorsky
Human Resources	LaToya Hamilton
Information Technology	Neil Rosenberg
Marketing & Engagement	Noel Cotterell
Student Affairs	Janet Wolk
University Advancement	Deirdre McNamee

Important Dates

Blank Signature Forms to be distributed on:

October xx, 2022

Completed Signature Forms to be
returned to the Controller's Office on:

November 15, 2022