

## Central Michigan University Signature Authority Form

### Who has signature authority?

Signature Authority is granted to a project director.

### How does someone else gain signature authority?

Written approval must be given by the project director and written acceptance must be given by the additional signer. This is done by completing this signature authority form or in another means of written communication.

### What does it mean when I sign a grant document?

By signing grant related documents, the signer is attesting that the charges are allowable, reasonable and allocable to the project.

### What do I do with this form when it is completed?

The original signature authority form must be given to the grant accountant in WA304 or WA307 so that it may be kept in the grant file.

I, \_\_\_\_\_, project director for \_\_\_\_\_,  
(Type Project Director Name) (Grant title or Grant#)

authorize \_\_\_\_\_ to have signature authority.  
(Type Name of additional authorized signer)

I, \_\_\_\_\_, accept the responsibility of signature authority for the  
(Type Name of additional authorized signer)

project listed above.

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Authorized Signer

\_\_\_\_\_  
Date

For Accounting Services use only:

List the Date form was received by Grant Accounting \_\_\_\_\_

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