



**THE UNIVERSITY AT ALBANY FOUNDATION**  
**Account Signatory Authorization Form**

Please complete this form and return to the Foundation office at UAB 226. A separate form should be completed for each account to be updated. Please be advised that the individual listed as the primary Fund Manager will receive any/all documentation regarding the account. Additional Signatories can be added or removed by completing the bottom of this form. With each Fund change, all signatories must be updated. If you have any questions or concern, please contact the Foundation Office at 437-5090.

**Date of Request:** \_\_\_\_\_ **Type of Request:**  
Fund Manager Change \_\_\_\_\_ Additional Signatory Change: \_\_\_\_\_

**Name of Fund:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**FUND MANAGER:** (Fund Manager signature required for all new additions or changes to account)

\_\_\_\_\_  
(Please type or print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Permanent Address)

\_\_\_\_\_  
(Campus Address & Phone Number)

\_\_\_\_\_  
(City, State & Zip)

**Signature of Fund Manager transferring signatory rights:**

\_\_\_\_\_  
(Required for Fund Manager Change Requests only)

**ADDITIONAL SIGNATORY:**

\_\_\_\_\_  
(Please type or print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Campus Address & Phone Number)

**Please check one:**  
Remain Assigned: \_\_\_\_\_ New \_\_\_\_\_ Remove \_\_\_\_\_

**Responsibility of Fund Managers:**  
(Must be initialed for all change requests)

Fund Managers are responsible for insuring that all deposits and disbursements to Foundation accounts are in accordance with the account guidelines and the donor's intent. Specific responsibilities include:

- Reviewing all forms requiring the Fund Manager's signature and submitting them to the Foundation Office for processing on a timely basis.
- Abiding by Foundation policies and procedures
- The monthly review of your UAF account which is accessible via the University All Funds System, to ensure your account accurately reflects the activity of the account.
- Ensuring that any discrepancies are rectified in a timely manner
- Assigning of an Additional Signatory does not change the Fund Managers responsibility.

**Please Initial that you have read and understand the above:** \_\_\_\_\_