



INSTRUCTIONS FOR COMPLETING THE SIGNATURE REQUEST FORM FOR THE OFFICE OF THE CHANCELLOR/FINANCE & ADMINISTRATION

The Office of the Chancellor/Sr. Vice Chancellor Finance & Administration Signature Request Form is an interactive form used to obtain the Chancellor and/or Sr. Vice Chancellor approval for specific documents. When completing the form, all entries **MUST** be **typed** except signatures.

All fields **MUST** be completed with special attention to the following:

- Brief Summary:
 - Provide adequate information/justification for approval of the document.
 - Please include Document Type – Example: Direct Pay, PAF, or Contract
- Reviewed and Approved Signatures:
 - **Must** be signed by the originator of the document.
 - **Must** be signed by the President and/or Vice Chancellor level.
 - **Must** be signed by General Counsel (*if applicable*). *Please note any documents that require Legal review such as contracts must first go through the Office of General Counsel.
 - **All items identified as urgent are subject to three day minimum and cannot be guaranteed for same day return.**

All signature request items over \$100,000 must include the following:

- Copy of Board Action Item related to the document.
- Copy of Board Approved Minutes related to the document.

To ensure timely processing:

- Signature request form must be typed, filled out entirely and correctly.
- All pages requiring signature must be clearly flagged (**NO** staples).
- All documents must be filled out completely.
- All signature requests must be submitted a **minimum** of three (3) days prior to desired return date.
- All items identified as urgent are subject to three day minimum and cannot be guaranteed for same day return.
- Requested return date cannot be guaranteed.
- All approval signatures must be obtained prior to submission to the Office of the Chancellor.
- All documents must be submitted in a interoffice mail envelope.
- One signature request form is required for **EACH** document being submitted for signature.

****Failure to do adhere to the above can result in your documents being returned and may affect processing time.**