

SBA Treasury Signatory Authorization Form



Role and Responsibilities:

Please read this form carefully before signing it. Each signatory should complete his/her own signatory authorization form. Completed forms should be left in the Treasury Inbox in the SBA Suite on the 4th Floor. This form must be submitted to and approved by the Treasury before it takes effect. The COP approval can occur after the form has been turned into the Treasury.

Signatories are charged with the overall responsibility for any transactions involving their organization's SBA funds. This includes withdrawing, depositing or transferring funds to and from their organizations' SBA account.

Using the online Treasury accounting system, all signatories are required to regularly monitor their account statements to make sure signatory information, account balance and transaction detail information are accurate. If the signatory believes something is wrong or needs to be updated, it is the signatory's responsibility to contact the Treasury as soon as possible.

Signatories will be given an access code to the SBA copier. This code is mapped to that organization and a small charge is deducted from that organization's budget based on the number of copies made. The signatories are responsible for any copies which are made using their organization's code.

The Treasury expects all signatories to keep us updated with any changes in your contact information, including phone number and email. This updated contact information can simply be emailed to the Treasury.

Signatories may be changed during the course of the year. However, a change in signatory will only be processed by a new signatory authorization form being completed. A new authorization form must be completed for each new signatory.

By executing this form, you acknowledge that you have read the above as well as understand the contents of the Treasury Procedures Manual.

Signatory Contact Information:

Signatory Name (Please Print): _____ Title: _____

Organization Name: _____

Phone Number: _____ Email: _____

Signatory Authorization:

Signature of Signatory: _____ Date Submitted: ___/___/___

COP Approval:

COP Liaison Signature: _____ Date Approved: ___/___/___

Treasury Approval:

Treasury Officer Signature: _____ Date Approved: ___/___/___