



TEXAS A&M
UNIVERSITY
KINGSVILLE

OFFICE OF FINANCE & BUDGET
 MSC 104 * KINGSVILLE, TEXAS 78363-8202
 PHONE (361) 593-3085 * FAX (361) 593-4165

Account Signer Request – [Paper Documents (FAMIS Screen 9 Update)]

The Department Head has the authority to sign all papers and documents related to his/her department. It is recommended that you authorize at least one other individual to sign in your absence.

Account Signer Information

(Please Print)

Employee Name: _____

Employee UIN: _____

Department Code: _____

List Authorized Account Numbers:

I have been properly trained and am aware of the proper procedures when signing paper documents.

Employee Signature *Date*

Account Manager Approval

I authorize this employee to sign paper documents on the accounts listed above. The said employee has been trained and is aware of the proper procedures when signing paper documents.

Account Manager Signature *Date*

Please return to: Joanne Macias, Director of Financial Reporting, Office of Finance and Budget, MSC 104

Office of Finance & Budget Approval

Approved Rejected

Director of Financial Reporting or University Comptroller *Date*