Account Assistants

(State Accounts Only)

Instructions:

Submit this completed form via fax to (631) 632-6462 or via mail to Procurement, Z=6000.

Section I (Account Numbers)

Section II (Account Assistants)

Full Name	SB ID

Section III (Affirmation)

I, _____, am the account director of the accounts listed in *Section I*. I authorize the people listed in *Section II* to update these accounts. Some examples of updating an account include adding and removing: delegates authorized to sign, report recipients, additional account assistants, etc. Account assistants are not authorized to encumber or commit account funds unless I had listed their names as an authorized signatory delegate using E-RAS. I agree to accept full responsibility for all actions made by the 'Account Assistants' to the accounts listed above and that all actions are made on my behalf. This authorization may be revoked by me or subsequent account directors by providing written notice to the Procurement Office.

_____ _____

Account Director Signature **Date**