

Account Assistants
(State Accounts Only)

Definitions:

Account Director - Has primary authority to commit and spend account funds. Only the Account Director can delegate authority to Account Assistants and Signatory Delegates.

Account Assistant - Is an individual appointed by the Account Director. Once appointed has the authority to act on behalf of the Account Director to assign Signatory Delegates and additional Account Assistants. Account Assistants do not have the authority to commit or spend account funds unless they are also designated as a Signatory Delegate.

Signatory Delegate - Is an individual appointed by the Account Director, or Account Assistant, and has the authority to commit or spend account funds on behalf of the Account Director. Signatory Delegates can be granted full or limited authority over account funds.

Instructions:

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

Section I (Account Numbers)	
Section II (Account Assistants)	
Full Name	SBID
Section III (Affirmation)	
<p>I, _____, am the Account Director of the accounts listed in <i>Section I</i>. I authorize the people listed in <i>Section II</i> 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 a 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 by subsequent Account Directors by providing written notice to the Procurement Office.</p>	
<p>_____</p> <p>Account Director Signature</p>	<p>_____</p> <p>Date</p>