

Procurement Office
Building 17, R & D Park
Z=6000

Office of Grants Management
W5510 Melville Library
Z=3366

SBF Business Office
230 Administration
Z=1188

Record of Authorized Signatures for Fiscal Transactions Signature Sheet (Single)

Dear Account Director or Signatory Delegate:

A recent review of your Record of Authorized Signatures for Fiscal Transactions indicates that we do not have your electronic signature on file, which is required to process fiscal transactions.

Please sign your name in the signature box below and return this sheet via campus mail to either Procurement or Grants Management. We only need your signature once, regardless of the number of accounts or account types. **Please do not submit this sheet via fax or email as we will not be able to scan it into the E-RAS system.** Thank you.

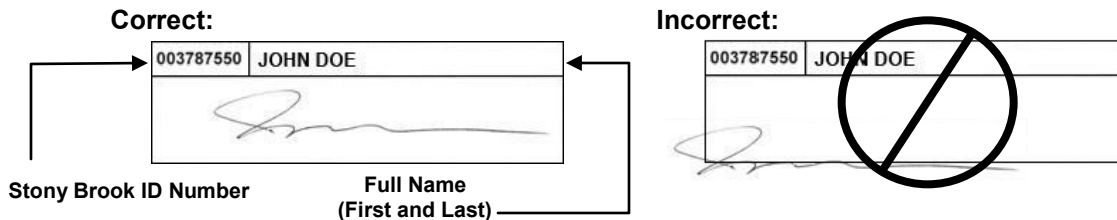
Contacts for Assistance:

- State accounts - Documents Section of Procurement (631) 632 - 6050
- RF accounts - Office of Grants Management (631) 632 - 9038
- SBF accounts - Stony Brook Foundation Business Office (631) 632 - 6536

Instructions:

A sample of a properly completed signature box has been provided below to assist you.

- 1) In the Signature Box below, sign your full name within the borders of the area labeled "Signature." Please make sure that the entire signature is located inside the borders of the "Signature" box. No part of the signature may extend beyond the borders of the "Signature Box."
- 2) Write your Stony Brook ID number on the top left box.
- 3) Write your full name in the top right box.
- 4) Submit this sheet via campus mail to either:
 - For State and SBF: **Procurement (Z=6000)**
 - For Research Foundation: **Grants Management (Z=3366)**
- 5) Please **DO NOT** submit this form via fax or email as we will not be able to scan this form into the E-RAS system.



Signature Box:

<p>Signature</p>	