



Update Donee Authorized Signers

Use this form to add/delete authorized signers to/from your account

If more names must be added, make a copy of this sheet and add numbers to signers

Name of Donee Institution:		Date:
Department (if College, University, or applicable):		Address (Street and Number):
Mailing Address/ P.O. Box:	City:	ZIP Code:
County:	Telephone Number (Include extension):	Website Address:
Send Invoices to:	I Authorize Purchases By Anyone In My Agency That Holds:	
Job Title and Phone Number:	Business Credit Card Purchase Order Either or SPOTS Card	
Name #1 Add Keep Delete	Email Address	
Title	Phone Number	
Name #2 Add Keep Delete	Email Address	
Title	Phone Number	
Name #3 Add Keep Delete	Email Address	
Title	Phone Number	
Name #4 Add Keep Delete	Email Address	
Title	Phone Number	
Name #5 Add Keep Delete	Email Address	
Title	Phone Number	
Authorized By (Please Print)	Title:	
Chief Administrative Office or Executive Head		
Signature(s)		
Signature of Chief Administrative Office or Executive Head		

Appointed Hired Elected (Term expires ___/___/___) Hired by Contract (expires ___/___/___)