

INSTRUCTIONS FOR COMPLETION OF AUTHORIZED SIGNATURE FORM A-34

- 1) Complete today's date.
- 2) Fill in the name of the unit/department involved: record the coding of the unit/department, and/or the object/source as appropriate.
- 3) Note the various types of accounting documents that require authorized signatures. Block **I** is available for other documents that are not listed. Block **Z** will accommodate all the listed types. Authorization is for only the indicated accounting distribution.
- 4) The authorizing official should be the first signatory listed on the form. Each authorized person listed must show an employee I.D. number (social security number) on this form.
- 5) Type or print the last name, first name, and initial of the authorized person.
- 6) The signature specimen of the person authorized to sign must be an original. The name of the person signed by someone else with the initials below the signature will not be accepted.
- 7) Record the type(s) of accounting documents for which the person is authorized to sign. For example: A-C or Z.
- 8) Designate any special instructions involved for any authorized person on the list. For example: temporary authorization, or authorization for certain object codes only.
- 9) The form must be signed by the vice president, dean, department head or principal investigator/project director. The form should be checked for completeness and sent to the General Accounting Section of the Comptroller's Office at 881 Commonwealth Avenue.
- 10) Any accounting documents received for which an authorized signature is not on file in the Comptroller's Office will be returned with a blank A-34 in order to keep the signature file current.
- 11) This form supersedes all prior forms for each Unit/Department. Whenever an add, change, or delete is necessary, please complete an entirely new form and send it to the Comptroller's Office.
- 12) For further information contact the Comptroller's Office, General Accounting Section at ext. 4266. For additional forms contact Form Supply at ext. 4531.