

This form is to add or change signature authorities on foundation funds. You will receive an email once the signature authority update has been completed. Questions may be directed to Tina Barnes at tina.barnes@nufoundation.org or 402-458-1123.

Name of the person to have signature authority: _____

Title: _____

Campus/College/Dept: _____

Campus Address: _____

Campus Telephone and Email: _____

NU ID: _____

Signature: _____

Request type: New access Access update

To help assure the proper authority is being updated for this particular user, please select from the options below. The individual listed above will need:

Primary Authority – this replaces the previous primary signature authority held by
(name and title): _____ .

Note: this option requires the approval of the supervisor of the position being replaced:
(supervisor's signature): _____ .

Secondary Authority – this provides a secondary signature to the current primary user.

Specific Fund Authority – this provides signature authority on a specific fund(s).

List the fund numbers or attach a list:

Authorized by (signature): _____

Name: _____

Title: _____ Date: _____

Campus Email: _____

Please print this form, obtain necessary signatures, scan it and email it to: systemsinformation@nufoundation.org