



Request to be Added to the Master Signature List – Old Dominion University

Page 1 of ____

Attach continuation sheets to add additional names to the signature list for the same budget.

A signed page 1 must be attached to any continuation sheets.

Submit this form to add individuals to the Master Signature List. Individuals must be on the Master Signature List in order to sign against budget codes for any purpose.

Signature authority will only be granted to Old Dominion University employees.

The individual approving this request must be the Budget Unit Director (BUD) or an official BUD Delegate.

Request Date		Org Code	
Requestor Printed Name		Requestor Title	
BUD Signature			

Please add the following individual(s) to the Master Signature List for the specified budget (org) code.

Printed Name	UIN	Title	Campus Phone	Office Location	RESTRICTION? <i>(Leave Blank if not applicable)</i>	Signature

Submit this form to:

Linda Meyers
Finance Systems Manager
Office of Finance