

San Diego State University Research Foundation Expenditure Authority Agreement

This signature sample will be used to verify my signature on any expenditure documents submitted to San Diego State University Research Foundation (SDSURF) for processing. All policies that apply to wet ink signatures apply to all expenditures that are authorized electronically. This document does not grant signature authority for specific funds.

By providing a sample of my signature,
I agree to:

- Read the Project Administration Guide located at www.foundation.sdsu.edu.
- Abide by all SDSU Research Foundation policies and procedures in the management of any funds where I accept signature authority. I am aware that by authorizing expenditures I am certifying to the validity and programmatic necessity of the expense and its appropriateness.
- Review the project award document or the award analysis prepared by SDSU Research Foundation for any fund where I am assigned signature authority. All project expenditures require the additional signature of an SDSU Research Foundation Sponsored Research Grant Specialist. The specialist verifies that the expense is reasonable and allowable on the fund, the allocation of the expense to the funding source is appropriate, the cost falls within the funding time period, is adequately documented, and conforms to all sponsor, university and foundation policies and procedures.

SIGNATURE

NAME

RED ID

INSTRUCTIONS:

This is a fillable PDF!

1. Type in your name and Red ID.
2. Print on laser printer or digital copier, if possible.
3. Sign in the signature box as you would sign expenditure documents.

NOTE: Please keep your signature within the lines.

4. **Please return printed original form to: (do not scan)**

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|--|-------------------------|
| 5. US Mail Return To: | Inter-campus Return To: |
| SDSURF | SRA |
| Sponsored Research Administration | MC-1934 |
| 5250 Campanile Drive | |
| San Diego, CA 92182-1934 | |