

## M42: Fiscal Agent Signature Card

Effective Date: 10/10/03

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### Purpose and Scope

Signature cards are used to provide the University with specimen signatures of persons authorized to sign approvals for expenditures.

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### References

1. *Fiscal Agent Handbook* – [A2: Fiscal Agent Signature Card](#)
2. [www.neiu.edu/~telecom/Directory/dept\\_phone\\_book.html](http://www.neiu.edu/~telecom/Directory/dept_phone_book.html)
3. [www.neiu.edu/~telecom/Directory/phone\\_book.html](http://www.neiu.edu/~telecom/Directory/phone_book.html)

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### Definitions

1. Fiscal Agent: A University employee who has been designated as a responsible officer for the financial administration of an account.
2. Status Employee: A non-probational permanent employee of the University.
3. Information Agent: The person to whom the budget reports should be sent.
4. Area Executive Officer: President and Vice Presidents

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### Availability of Fiscal Agent Signature Card

*Fiscal Agent Signature Cards* (1194) are available in the Controller's Office, General Accounting section, email: [F-Lenon@niu.edu](mailto:F-Lenon@niu.edu) or telephone: X5135.

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### Fiscal Agent Signature Card Policies

1. All signatories must be University employees in status positions; signatures of people with part time appointments or consultants will not be allowed.
2. The responsible person in charge of an account must sign as the primary authorized signatory on the signature card line for Fiscal Agent.
3. Fiscal agents and alternate signatories have the same signing authority. The alternate signatory is generally expected to report directly to the primary signatory or be at a level above that of the primary signatory.
4. Signatories can be authorized to sign for *Printing Services Request and Mail Usage Voucher* expenditures. These signatories generally must work in the unit.
5. The Project Director for a grant is expected to sign as the primary authorized signatory for that grant. Authorized alternate signatories and signatories for routine expenditures are expected to work in the same department as the grant's Project Director, except where the grant crosses departmental lines, in which case, the Project Director will make all applicable decisions.
6. No substitutes for the signatures of the Dean or Division Head and the Area Executive Officer will be permitted, except as required in their absence and in conformance with previously approved alternate signatures.
7. The practice of signing someone else's name on documents, whether initialed or not, will not be permitted. In such cases, the document will be returned to the unit without action.
8. Signatories must date all documents.

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### Instructions: Fiscal Agent Signature Card

1. If available on the card, check to add new names only or to add new names and revoke all previous account authorizations.
2. Account No.: Enter the account number for which this signatory is authorized.
3. Account Name: Enter the name of the account for which this signatory is authorized.
4. Fiscal Agent Signature: The status employee responsible for the account signs this space as the fiscal agent.
5. Fiscal Agent Type or Print Name/Print: Type or print the name of the fiscal agent.
6. Fiscal Agent Dept./Rm#: Enter the name of the department in which the fiscal agent reports. Use the NEIU Telephone Directory at [www.neiu.edu/~telecom/Directory/dept\\_phone\\_book.html](http://www.neiu.edu/~telecom/Directory/dept_phone_book.html) or [www.neiu.edu/~telecom/Directory/phone\\_book.html](http://www.neiu.edu/~telecom/Directory/phone_book.html) to obtain the department name.
7. Title: Type or print the title of the fiscal agent.
8. Alternate Signature/Alternate: The status employee having signature authority for the account in addition to the fiscal agent signs this space as the alternate.
9. Alternate Type or Print Name/Print: Type or print the name of the alternate.
10. Alternate Dept./Rm#: Enter the department in which the alternate reports. Use the NEIU Telephone Directory at [www.neiu.edu/~telecom/Directory/dept\\_phone\\_book.html](http://www.neiu.edu/~telecom/Directory/dept_phone_book.html) or [www.neiu.edu/~telecom/Directory/phone\\_book.html](http://www.neiu.edu/~telecom/Directory/phone_book.html) to obtain the department name.
11. Title: Type or print the title of the alternate.
12. Info Agent Type or Print Name/Print: Type or print the name of the information agent.

The information agent has no expenditure authority. The name is provided here for information purposes only.

13. Info Agent Dept./Rm#: Enter the department in which the information agent reports. Use the NEIU Telephone Directory at [www.neiu.edu/~telecom/Directory/dept\\_phone\\_book.html](http://www.neiu.edu/~telecom/Directory/dept_phone_book.html) or [www.neiu.edu/~telecom/Directory/phone\\_book.html](http://www.neiu.edu/~telecom/Directory/phone_book.html) to obtain the department name.

14. Signature: The person authorized to sign for Printing Services Voucher and Mail Vouchers signs this space.
15. Date/Print: Enter the date that the person authorized to sign for Printing Services Vouchers and Mail Vouchers signs the card/Print the name of the person authorized to sign for Printing Services Vouchers and Mail Vouchers.
16. Approved by Area Executive Office: The President or one of the Vice Presidents signs here to authorize the fiscal agent, alternate and the signatory for Printing Services Vouchers and Mail Vouchers.
17. Date: Enter the date the Area Executive Officer signed the card.

After all signatures are obtained, forward the card to the Controller's Office, General Accounting.

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## Facsimile

**N** Northeastern Illinois University

**AUTHORIZED FISCAL AGENT SIGNATORY CARD**

ADD NEW NAMES ONLY     REVOKE ALL PREVIOUS ACCOUNT AUTHORIZATIONS

Account No: \_\_\_\_\_ (2)      Account Name: \_\_\_\_\_ (3)

Fiscal Agent: \_\_\_\_\_ (4)      \_\_\_\_\_ (5)      \_\_\_\_\_ (6)

Signature      Type or Print Name      Dept

Title: \_\_\_\_\_ (7)

Alt Agent: \_\_\_\_\_ (8)      \_\_\_\_\_ (9)      \_\_\_\_\_ (10)

Signature      Type or Print Name      Dept

Title: \_\_\_\_\_ (11)

Info Agent: \_\_\_\_\_ (11)      \_\_\_\_\_ (12)      \_\_\_\_\_ (13)

Signature      Type or Print Name      Dept

NO SIGNATURE AUTHORITY  
INFORMATIONAL ONLY

Signatory for Printing Services Vouchers and Mail Vouchers

Signature: \_\_\_\_\_ (14)      Date: \_\_\_\_\_ (15)

Approved by: \_\_\_\_\_ (16)      Date: \_\_\_\_\_ (17)

Ariel Executive Officer

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### Questions

Questions pertaining to the *Fiscal Agent Signature Card* should be directed to General Accounting, extension 5135.

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### Comments

Please contact [Loretta K. Pienta](#) with any comments or suggestions pertaining to this procedure.