

The University of Texas at Arlington

***DEFINE - Electronic Signature Authorization Request Form**

Name of Department: _____

ADD the following individual as authorized signer:

Electronic Signer Name	UT EID or *DEFINE User ID	Authorized Period <i>(mark only one)</i>
		<input type="checkbox"/> Indefinitely I understand that signature authority <u>will not expire</u> and will not be removed without action on my part.
		From _____ To _____ I understand that signature authority <u>will expire</u> and will not be renewed without action on my part.
		<input type="checkbox"/> Indefinitely I understand that signature authority <u>will not expire</u> and will not be removed without action on my part.
		From _____ To _____ I understand that signature authority <u>will expire</u> and will not be renewed without action on my part.
		<input type="checkbox"/> Indefinitely I understand that signature authority <u>will not expire</u> and will not be removed without action on my part.
		From _____ To _____ I understand that signature authority <u>will expire</u> and will not be renewed without action on my part.

REMOVE the following individuals as authorized signer:

Electronic Signer Name	UT EID or *DEFINE User ID	Effective Date	Reason for Deleting Signer

These authorizations apply to the following Document Type and/or Unit Code:

Authorized By (Signature): _____

Prepared By: _____

Print or Type Name: _____

Phone: _____

Title: _____

Date: _____

Person to notify that signature authority has been updated:

Name	E-Mail Address	Phone

The University of Texas at Arlington

***DEFINE - Electronic Signature Authorization Request Form Instructions**

This form is designed for updating signature authority on electronic documents in *DEFINE. Request for Signature Authorization must be approved by the Electronic Office Manager or someone higher in the reporting chain.

Name of Department: Name of the department requesting signature authorization update.

Add The Following Individual As Authorized Signer:

Electronic Signer Name: Enter the name of the person to be added as a signer. This form has space for up to three people to be added as a signer.

UT EID or *DEFINE User ID: Enter the University of Texas Electronic Identifier. The UT EID allows provides access to secure services at the University. If the UT EID is not available, enter the designated signers *DEFINE User ID (WAXXX).

Authorized Period: There are two options available. Mark one of the following options:

Indefinitely: Marking this option indicates that the requested signer will have signature authority until further notice. Signature authorization for this individual will roll over each year until another request is submitted to remove the authorization.

From/To: Marking this option indicates that the requested signer will have signature authority for the specified period. Signature authorization will expire and will not continue unless another form is submitted.

Remove The following Individual As Authorized Signer:

Enter the name, UT EID or *DEFINE User ID of the person to be removed as signer and an effective date of the removal. This form has space for up to three people to be removed as a signer.

This Authorization Applies To The Following Document Types and/or Unit Code:

You can designate signature authority on ALL electronic documents for your department or list specific document types. Also, specify if they have signature authority on ALL accounts/units for the department or list specific unit codes. **NOTE:** You cannot designate signature authority on a single account (19-0233-06-50) you must provide the unit code (0233000).

Document Type: An electronic form used for recording accounting transactions.

Example of a Document Type: **OV1** - Hourly Payment Document; **ACM** - Change Appointment Document; **VP5** - Travel Payment Document; **ANM** - New Appointment Document, etc...

Unit Code: A unit contains many accounts. Accounts are assigned to a unit when it is created by Accounting Services.

Refer to Command IQ4 in *DEFINE, to search for a unit code. In command IQ4, type in a keyword in the "Begin Keyword search with:" field. A keyword can be the Account Administrators name or department name.

Refer to command GG5 in *DEFINE, to see accounts assigned to a unit. In command GG5, type the unit number in the MISC field and press ENTER. Tab to the appropriate unit and type a "B" in the mark left of the unit code and press ENTER to see the list of accounts assigned.

Authorized By: The person authorizing this form must be the Electronic Office Manager or a person higher in the reporting chain.

Print or Type Name: Enter the name of the person authorizing this request.

Title: Enter the title of the Electronic Office Manager.

Prepared By & Phone: Enter the name and phone number of the person who prepared the form.

Date: Enter the date the request was approved.

Person To Notify That Signature Authorization Has Been Updated: Enter the name, e-mail address and phone number of the person to be notified that the request has been updated.