

The Authorized Signatory must have proper qualifications to assume administrative and financial responsibilities for the Chartfield String. Through the appointment of an Authorized Signatory, the Responsible Person vests authority in that named individual to ensure the legality and allowability of the expenditures they approve against the assigned Chartfield String.

Only University Employees, excluding student employees, may act as Responsible Persons, delegates, or Authorized Signatories.

A Chartfield String should have more than one Authorized Signatory (including the Responsible Person and delegate) to maintain operational continuity in the absence of the Responsible Person.

Conflict of Interest: The Responsible Person cannot approve expenditures that relate directly to themselves(s) or on their own behalf. Additionally, the Responsible Person cannot be the sole Authorized Signatory for payments to, or on behalf of, persons to whom they have a direct reporting relationship.

Signature Authorization Form

A [Signature Authorization Form](#) is required for each unique Chartfield String. Note that this form allows for the designation of specific document types to specified Authorized Signatories.

A [Chartfield Request Form](#) is required to request the creation of any new Chartfield String. All new Chartfield String requests require a Signature Authorization form.

For additional information on Signature Authorization and the Creation of Chartfield Strings, see <https://web.uri.edu/budget/forms/>

Cancellation of Signature Authorization

The Responsible Person for the Chartfield must notify the University's Office of Budget and Financial Planning in writing of the cancellation, with an effective date, of the appointment of an Authorized Signatory. If the cancellation is due to a change in personnel, the Responsible Person may want to appoint a new Authorized Signatory through the