Payment Solutions Signature Authority

The information on this form: (Please check one)

_____ **Is New** _____ **Replaces an existing card** _____ **Is an addition to existing authorization**

Authorized Signer_____
(Print)

Authorized Signature***** _____

Department _____

*By my signature, I attest that I am familiar with and will comply with Rice Policy 838, Conflicts of Interest related to the Purchasing of Supplies, Services and Equipment as well as Policy 810, Signature and Approval Authority for Contracts.

Approved by _____Date _____
(Print)

Approval Signature _____
(Approver may not report to authorized signer)

Approval Levels: (Please check appropriate level)

o Approval to $3,000	o Approval to $10,000	o Approval to $100,000

Please list as applicable: Sub funds and/or sub orgs may be designated using "%" in any or all of the last 2 or 3 digits of the applicable field (e.g. 999%%% or R9991%). Note: The fund(s) and org(s) must be a total of six characters each.

o All Funds for Orgs listed	o All Orgs for funds listed
Non- research funds: Please list the fund(s) on the line beside the allowable ORG(S):	**Allowable ORGS**:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Research funds: Note: Principal Investigators are automatically authorized signers for all funds for which they are the primary Principal Investigator. Other authorized signers (including Co-PIs) must be authorized using this form.	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
----------PLEASE USE NEXT PAGE IF NEEDED----------	

This second sheet is used to list additional Funds and Orgs

The authorized signer is _____
(Print Name)

Funds detailed below. List the fund(s) on the line beside the allowable ORG(S):

Allowable ORGS

Research funds:

Note: Principal Investigators are automatically authorized signers for all funds for which they are the primary Principal Investigator. Other authorized signers (including Co-PIs) must be authorized using this form.

Allowable ORGS: