~INSTRUCTIONS~

REQUESTING CHANGE TO EXISTING SIGNATURE AUTHORITY

FOR PROJECTS OR COLLEGE/DEPARTMENTS

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1. Complete "OSUF Signature Authorization Change Request Form".
   - Print completed form and obtain appropriate signature which authorizes change of signature authority.
2. Select and complete appropriate form, either "Signature Authorization-Projects(s)" or "Signature Authorization-College/Department(s)"
   - Print form on college or departmental letterhead.
   - Obtain signatures of individuals who will be authorized to sign.
3. Scan the following documents:
   - OSUF Signature Authorization Change Request Form
   - Signature Authorization-Projects(s) or Signature Authorization-College/Department(s)
4. Email signed and completed forms to:

   OSUFsignatureauthorization@osugiving.com

Please contact Kim Wozniak or Paula Wadley at email shown above with any questions or additional information is needed.