UNIVERSITY *of* HOUSTON SYSTEM

TO: THE OFFICE OF THE TREASURER

RE: AUTHORIZED COLLEGE / DIVISION REPRESENTATIVES

COLLEGE / DIVISION NAME _____

The following individuals are authorized to represent the College / Division named above for the purposes of signing for and picking up Accounts Payable checks, state warrant checks, and outside vendor checks. On and off cycle payroll checks as well as manual payroll checks can only be picked up by the employee themselves and not the College/Division. For specific exceptions to this policy, prior approval will be needed from the Treasurer Louis Edwards and/or Assistant Treasurer.

This authority will remain in effect until the Treasurer's Office notifies the College/Division in writing of any changes, thereby, removing the signing / picking up authority of certain individuals.

The College/Division must update the form each time a new individual is added as well as at the beginning of each fiscal year.

A picture ID must be presented in order for checks to be signed out to any listed individual. The Treasurer's Office reserves the right to not sign out checks to individuals without verification of ID first.

Printed Name	Signature	Extension

Authorized by (CBA/DBA):_____   Date: _____
                                          Name

Office of the Treasurer: _____   Date: _____
                                          Name

10 E Cullen Bldg. ▪ Houston, TX 77204-2009 ▪ (713) 743-8783 ▪ Fax: (713) 743-8796