



Vanderbilt University Office of Accounting
 Acknowledgement—Authorized Signer Responsibilities
 Form 211-1

Introduction and Instructions

The purpose of this form is twofold:

1. A **Division Fiscal Officer** ^(Note 1) or an **Authorized Signer** ^(Note 2) acknowledgement using this form represents that the person signing understands that certain responsibilities are to be met at the time departmental expenditure transactions (those that ultimately will result in a use of University funds) are initiated. These responsibilities are to be fulfilled by an **Authorized Signer** before submitting each of various transaction request documents to the processing departments.

Signatures of an **Authorized Signer** represent to the applicable processing department that the **Authorized Signer** has taken steps to ensure that these aforementioned responsibilities have been fulfilled, i.e., the applicable transactions, e.g., demand check request, purchase requisition, and travel authorization, are valid, appropriate, and complete.

2. Processing Departments e.g., Procurement and Disbursement Services, may use the signature on this form to review subsequently submitted transaction request documents, e.g., demand check requests or purchase requisitions, for authenticity of signatures.

Questions on procedures for properly completing this form and/or the underlying policies, or suggestions for enhancements may be directed to the Office of Accounting at 343-6601.



^(Note 1) Responsibilities of **Division Fiscal Officers** are more fully described in Office of Accounting Policy 205. One such responsibility is to designate additional **Authorized Signers**.

^(Note 2) Responsibilities of **Authorized Signers** are more fully described in Office of Accounting Policy 211. This policy also includes more information on procedures related to completing this form.



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Authorized Signer Attestation


I acknowledge that it is my responsibility to read and understand all relevant Vanderbilt policies and procedures. I further understand that my initiation or approval signature as an **Authorized Signer** on a document that will result in an expenditure of University funds is my certification to the processing department that:

- a. the transaction has a valid business purpose within the context of the cost center’s purpose, which for a sponsored research center, includes compliance with grant restrictions or other provisions;
- b. the supporting documentation (preferably original) is sufficient for subsequent audit review, which includes compliance with tax reporting and withholding requirements such as reporting to the IRS of non-employee compensation;
- c. the information provided is accurate to the best of my knowledge, including adequate disclosure of any potential conflicts of interest (documents must be approved with an original authorizing signature; signature stamps are not acceptable);
- d. the payment is for products/services already received except for items normally paid in advance such as subscriptions, maintenance contracts, individual book purchases, registration fees, airfares, or other pre-approved arrangements where documented significant economic advantages accrue to Vanderbilt from such a payment arrangement.



<i>Employee ID</i>	<i>Printed Name</i>	<i>Title</i>
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<i>VU Net ID</i>	<i>Signature</i>	<i>Date</i>
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After completing demographic information and signing form above, please return the completed form.		Procurement Services VU Box 357000 Station B Nashville, TN 37235-7000
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