

# FY24 Signature Authorization

- Forms to be distributed Monday, December 18th
  - Distributed to contacts within each Vice Chancellor area
  - Available in paper or pdf format
  - In addition to wet signatures, forms can be signed using DocuSign
- New signature authorization form applies to all funds allocated to departments through the campus budgetary process *excluding*:
  - **Internal awards, external grants awarded to the University and endowment fund allocations**: These are subject to the Graduate Research Office, the Office of Research & Sponsored Programs (ORSP) and University Advancement respective signature authorizations processes.
  - **Restricted gifts projects**: these have their own signature authorization process, set at the time of the individual Chartfield request form submittal.
- Forms due back to the Controller's Office January 19, 2024
  - Must come from the Vice Chancellor contact for whom the forms were delivered to
  - Can be submitted as paper or utilize shared file for electronic versions

# FY24 Signature Authorization

Executive Area	Distribution Contact
Academic Affairs	Thomas Miller/Suzanne O'Neil
Administration & Finance	Directors/Office Managers
Athletics & Recreation	John Pagliarulo
Chancellor	Peter Kelly
Enrollment Management	Michael Todorsky
Human Resources	LaToya Hamilton
Information Technology	Neil Rosenberg
Marketing & Engagement	Noel Cotterell
Student Affairs	Janet Wolk
University Advancement	Deirdre McNamee

**University of Massachusetts Boston  
Signature Authorization Form  
Fiscal Year 2024**

Dept ID	B003800000	Dept Description:	Controller's Office	Dept Manager/ Authorized Signer:	Overko,Patricia M.
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The following individuals are authorized to approve financial transactions for this department's budgeted funds. These individuals must comply with fiscal policies and procedures, including but not limited to Business Travel & Expense, University Procurement, Inventory Control, and others as defined by the University and Campus. In addition to this approval, internally funded awards, external grants and contracts, and endowment fund allocations are subject to the Office of Graduate Studies, Office of Research and Sponsored Programs, and University Advancement's Signature Authorization processes, respectively.

_____	_____
Additional Authorized Signer-1 Name	Additional Authorized Signer-1 Signature
_____	_____
Additional Authorized Signer-2 Name	Additional Authorized Signer-2 Signature
_____	_____
Additional Authorized Signer-3 Name	Additional Authorized Signer-3 Signature

The Department Property Custodian (DPC) is a department manager designee to serve as a liaison to the Property Division, coordinate inventories, and ensure compliance with inventory mandate. Where there is not a designee, the Department Manager fills this role.

_____	_____	_____
Department Property Custodian (DPC) Name	Department Property Custodian (DPC) Signature	Date

Signatures authorizing a department's legal obligations, contracts, payments, payroll and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws, regulations and policies.

_____	_____	_____
Overko,Patricia M.	Department Manger Signature	Date
Department Manager Name		
_____	_____	_____
Giuliani, Chris	Associate Vice Chancellor Signature	Date
Associate Vice Chancellor Name (Non-Academic Depts)		
_____	_____	_____
Kirleis, Kathleen	Dean/Provost or Vice Chancellor Signature	Date
Dean/Provost or Vice Chancellor Name		