

FY 2027 Signature Authorization Process

FY27 Signature Authorization

Forms to be distributed **Thursday, October 1, 2026**

- 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

Forms due back to the Controller's Office **Friday, October 30, 2026**

- 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

FY27 Signature Authorization Process

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.

University of Massachusetts Boston
Signature Authorization Form
Fiscal Year 2026

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Dept ID B003900000	Dept Description: Bursar's Office	Dept Manager/ Authorized Signer: McMaster, Jeffrey John
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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. **For Concur, only one Cost Object Approver (COA) should be selected. COA is responsible for approving expense reports in Concur. If a designee is assigned, the approval responsibility lies solely with the COA and not with the Department Manager. If no designee is assigned, the Department Manager assumes this role. Authorized Signers hold the Requisition Approver role in BuyWays and will be listed in the Department Workflow.**

Concur COA:	☐		
Check 1	☐	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
	☐	Additional Authorized Signer-4 Name	Additional Authorized Signer-4 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.

Tammy Hughes		
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.

McMaster, Jeffrey John		
Department Manager Name	Department Manager Signature	Date
Overko, Patricia		
Director Name (Non-Academic, if Applicable)	Director Signature	Date
Giuliani, Chris		
Associate Vice Chancellor Name (Non-Academic Depts)	Associate Vice Chancellor Signature	Date
Kathleen Kirleis		
Dean/Provost or Vice Chancellor Name	Dean/Provost or Vice Chancellor Signature	Date

Controller's Office