Appendix A

Additional Information on the Authorized Signature

The authorized individual must sign the Payment Request Form in the “Approved For Payment” section and type their name and email address below the signature.

The general rule is that the person who has budgetary responsibility (or their designee) is the authorized signer. Cashier’s checks that will be charged against account strings that include an “E” fund must be countersigned by the Associate Vice President of Financial Operations. The person authorizing the transaction should not be the same as the requestor.

The authorizing signature is attesting that: 1) The tax ID is correct; 2) The payee name and address are correct; 3) The approving individual is empowered to approve the Payment Request Form; 4) The obligation is legitimate, and has been incurred in accordance with university policy; 5) The payment amount is accurate; 6) The accounting code combination is accurate; and 7) the person or entity to be paid, if overseas, does not appear on any U.S. Government lists barring transactions with such persons or entities.*

* For questions, please contact the Office of the Senior Vice President and General Counsel and refer to A Brief Primer on Doing Business Abroad: U.S. Laws that Affect GW’s International Activities, the Export Control Policy, and the policy regarding Compliance with U.S. Laws When Conducting University Activities Overseas.