

# Signature Authorization Form For Nonprofit Organizations

Complete this form to authorize staff and/or board members to sign on behalf of the organization for specified transactions. Submit completed forms to the administrative office for recordkeeping.

## Organization Information

<b>Organization Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Tax ID Number (EIN)</b>	

## Authorized Signatories

Name	Title/Position	Sample Signature	Email	Transaction Limits / Authority (if any)

## Scope of Authorization

The above-named individuals are authorized to sign checks, approve financial transactions, and execute documents as specified by the policies of the organization and any restrictions noted above.

## Acknowledgment & Approval

I hereby certify that the above persons have been granted signature authority on behalf of the organization as of the date signed below:

<b>Name of Approver</b>	
<b>Title/Position</b>	
<b>Signature</b>	
<b>Date</b>	

*This form should be kept on file and updated as authorized personnel change.*