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**Account Designee Memo**

In an effort to monitor your accounts more effectively and to comply with internal audit requirements, please fill out the information below authorizing selected personnel to purchase on the account listed below. This includes, but is not limited to: green sheets, lab stores, computer stores, bookstore, etc. Once the form is complete, please return to the department business officer.

If you have any questions please contact:

Name:

Phone:

**Account Number** **Authorized Personnel**

 Name:

 Signature:

 Name:

 Signature:

 Name:

 Signature:

 Name:

 Signature:

 Name:

 Signature:

* Please check here if no one other than you is authorized to purchase on this account.

Principal Investigator Signature:

Printed Name: