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### Signature Authority Form

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Date Effective: \_\_\_\_\_

Fund Number: \_\_\_\_\_

Fund Name: \_\_\_\_\_

Purpose of this Account: \_\_\_\_\_

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The following conditions apply to all accounts at the Montana Tech Foundation:

- I. In referring to this fund or making withdrawals, please use the name and the fund number listed above.
- II. Donations should be sent to the Foundation upon receipt. All gifts will be deposited to the appropriate account and will be subject to a gift fee. The Foundation follows IRS regulations to properly receipt and acknowledge donations.
- III. Disbursements from Foundation accounts must be in accordance with Montana Tech Foundation and Montana Tech guidelines. Accounts must have sufficient funds in order to make a disbursement. All expenditures require a **Withdrawal Request Form**. The Withdrawal Request Form needs to be completed and signed by the person with signature authority for the fund. Attach all detailed receipts, invoices, etc. that document the expenditure. The Foundation will only reimburse for actual expenditures and cannot issue payments based on per diem. All bills must be submitted to the Foundation within 30 days of invoice for payment.
- IV. The Withdrawal Request Form must be submitted to the accounting department at the Foundation no later than 2:00pm on Tuesdays. Checks are issued weekly on Wednesdays.
- V. All accounts will receive a Project Activity Report and Gift Detail Report (if applicable) on a monthly basis. The Project Activity Report will show all income and expense activity in the fund for the given month. The Gift Detail Report will be sent only when the department receives a donation and will include a list of donors and their addresses. A thank you to the donors should be sent on behalf of the department as well.

Person(s) Authorized to Sign:

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Signature

Name (Print)

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Signature

Name (Print)