



**Application for Request for Change of Signator(s)
on Fundraising HSCB Foundation Account**

(Submit Completed Application to Office of Development & Philanthropy, Heidi Christensen, MSC 93,
Or Hand Deliver to Room BSB-M128-A) Please do not abbreviate on this application.

As stated in the Policies and Procedures for Fundraising Foundation Accounts: “Whenever signatory changes become necessary, new signators must certify they understand and accept the guidelines for responsibility and liability of the HSCB Foundation by signing a *Change of Signator(s) Application*. Primary signators shall sign off of the account using the same form.”

Date: _____

Account Number: _____

Account Name: _____

Effective Date of Change: _____

Type of Account (Check one): Endowment () Operating ()

Former Signator(s) To Be Deleted:	
(Primary*)	
Print Name: _____	Sign Name: _____
Print Name: _____	Sign Name: _____

AGREEMENT: The new signator(s) requests and authorizes the HSCB Foundation to receive, accept custody for, and disburse funds. Assets of restricted funds in accounts of the HSCB Foundation are the property of the HSCB Foundation. The HSCB Foundation reserves the right to refuse to pay out any funds that, in its own recognizance, it determines may be unauthorized or improper. However, the HSCB Foundation will not be liable for any funds used by signator(s) which may be unauthorized or improper, provided the appropriate signator(s) have executed the withdrawal order. The HSCB Foundation assumes no liability for actions of signator(s). Signator(s) agrees to hold harmless the HSCB Foundation from any and all actions against it resulting from actions of signator(s).

New Signator(s) To Be Added:		
(Primary*)		
Print Name: _____	MSC #/Phone #: _____	Signature: _____
Print Name: _____	MSC #/Phone #: _____	Signature: _____

Approval Signatures:

Primary Signator _____ Date: _____

Dean/Dept. Chair: _____ Date: _____

Office of Development
& Philanthropy: _____ Date: _____

HSCB Foundation
Designee: _____ Date: _____

Other Remaining Signator(s) On This Account:

1. _____ 2. _____ 3. _____ 4. _____

* If the Primary Signator is no longer on campus, the Dean, Chairman, or appropriate Vice President may request a change of signators.