

The University of Rhode Island
Signature Authorization Form
Instructions

A Signature Authorization Form is required for each unique Chartfield String in the Peoplesoft Financials system (Please refer to the Signature Authorization Policy located on the Budget and Financial Planning Webpage for more information). The form is can be downloaded at the following locations:

- Through the [University of Rhode Island - Budget and Financial Planning](#) webpage under the “Department Resources” menu option and then by selecting the “Forms” option (other Budget & Financial Planning Office forms are located on this page like the Chartfield Create form and Budget Transfer form which are all used in conjunction with the creation of new Chartfields in Peoplesoft).
- Through the [Grant & Contract Accounting website](#) and scrolling down to the “Forms” section to download both the form and instructions.
- Both Web pages (URLs) are located on the second page of these instructions (in plain text form) if the above links do not work or you feel more comfortable copying and pasting the text version of the URL’s into the web browser of your choice. **

This form is a PDF file and requires Adobe Acrobat Reader in order to view (if you do not have Adobe Acrobat or Adobe Acrobat Reader please see “Obtaining Adobe Acrobat Reader” section at the bottom of this page). *

Once you have obtained a copy of the University of Rhode Island Signature Authorization form, please fill in all applicable fields. See below for a basic description of each section of the Signature Authorization form:

- *The University is in the final stages of Implementing the On-Line Requisition/Workflow functionality in PS Financials. Engineering has been selected to be the first College to utilize this new functionality and other Colleges will follow in the near future. The purpose of this new functionality is to streamline our Procurement process by entering Requisitions in PeopleSoft and use electronic routings and approvals to move these transactions through the system. This new process will enable us to Pre-Encumber funds as Requisitions are approved and will provide the community with more accurate/timely budgetary reporting. The Signature Authorization form has been revised In order to support this new workflow process. The Final Reviewer section pertains to On-Line Requisitions only and will not affect current processing of the form. Colleges will make a determination to use this additional approval level when you roll out this process. We appreciate your patience as we move - forward with this new functionality and will continue to provide periodic updates. If you have additional*

questions please contact the PS Financials lab 874-7048 or online at <http://www.uri.edu/fin/>.

- The information pertaining to responsible person and Chartfield string is required: Full Fund, Department, Program (Project is optional. If no Project is a part of this Chartfield please leave the field blank), Charfield Name (Limit to 30 character due to field limitation in Peoplesoft Financials), Responsible Person's full name, EMPL ID (Must be 9 characters in length), Title and Signature. The same applies for all fields being used on this form.
- The Designated Signatories section is mandatory.
- The Final Review section is for the added level of approval for the Purchasing Workflow routings. Information pertaining to the Purchasing Workflow has not been for use on the Web. These instructions will be updated once these materials are made available.
- Budget Office/Grants & Contract Accounting fields (located at the bottom for the form) are for internal use only.

Once the form has been completed please send the Original form (***) to the appropriate office based on the following criteria:

- Fund 500 – Please send all Fund 500 (*500 only as any other 5xx Fund is to be delivered/mailed to the Budget & Financial Planning Office*) forms to the **Grants & Contract Accounting** office located in 110 Carlotti Administration Building, 75 Lower College Road, Kingston, RI. 02881 [Telephone 401-874-2378]
- Fund 100 through 9xx (minus Fund 500) are to be delivered/mailed to the **Budget & Financial Planning** office located in Adams House, 85 Upper College Road, Kingston, RI. 02881 [Telephone 401-874-2509].

If you have any questions regarding this form, please contact the Budget and Financial Planning office at x42509.

* If you don't have a copy of Adobe Acrobat Reader please refer to the [Adobe Website](#) or contact the URI Helpdesk at 874-HELP (or online at [Help Desk Webpage](#)) for download and installation of the latest Adobe Acrobat Reader.

** Web Browser support for Peoplesoft, at the time of this publication, are Microsoft Internet Explorer (up through version 8) and Mozilla Firefox (up through version 3.6). Other web browsers may work but are not certified to the best of our knowledge. For more information please contact the University of Rhode Island's Help Desk at 401-874-HELP on online [by clicking here](#).