MCommunity Sponsoring Authority Agreement and Authorization Form

U-M Information and Technology Services R1460-form • June 2009

Sponsoring Authority Agreement

❑ I have read, understand, and agree to abide by the policies for sponsorship administration as set forth in the document, *MCommunity Sponsoring Authority Policies and Agreement Form* (R1460).

Sponsoring Authority _____
uniqname name (please print) signature

Date _____ Phone Number _____

Unit Authorization

We authorize the employee named above to be a sponsoring authority. We will ensure that the employee exercises this special authority responsibly and appropriately, in accordance with the policies described and listed in the document referred to above.

We agree to verify this employee's sponsoring authority status as needed and to remove our authorization when this employee no longer has sponsoring authority duties.

We authorize this employee to be a sponsoring authority for the following units/departments:

_____
print names of departments/units **all** department ID numbers

Unit Director _____ Date_____
uniqname name (please print) signature

Supervisor _____ Date_____
uniqname name (please print) signature

NOTE: In some cases the Unit Director and Supervisor may be the same person.

Fax form to ITS Accounts Office at (734) 647-4278.

To be completed by the ITS Accounts Office:

I have set up the appropriate access for the above-named employee to be a sponsoring authority.

Added to MCommunity.Sponsor.Authorities e-mail group: _____

Departments set up in MCommunity Sponsor System: _____

Accounts Office Staff member _____ Date_____