Please use the following instructions to properly fill out the Account Authorization Form. Required fields are outlined in red on the form. The purpose of this form is to make changes to the list of individuals who can approve transactions for a specific Foundation account and to make changes to the list of individuals who receive financial reports for that account.

**Account Number:** Enter Foundation account (project) number. This consists of the two-digit alpha character (AF for Athletic Foundation, AS for Armstrong Foundation, or GS for Georgia Southern Foundation) plus the four-digit account (project) code. Examples: AF1015, AS2015, GS3015

**Account Name:** Enter name of account (project) this payment is associated with. Examples: Academic Success Center, Dean’s Scholarship

**Current Approvers:** If known, please enter the name, title, and email of the current authorized approvers for this account.

**Current Report Recipients:** If known, please enter the name and email of the current report recipients for this account.

**Changes:** Please only fill out the fields related to any changes that are being made for approvers and/or report recipients. Both the new and previous approvers/report recipients should provide name, email, signature, and date to authorize the change(s).

Example: If only the Assistant Chair is changing approval status, please fill out only the “Previous Assistant Chair/New Assistant Chair” section under “Approvers:”, and get the signature of both the previous and new Assistant Chair.

Note: If the previous approver or report recipient is not available to sign, the previous supervisor may sign in his/her place.

**Delivery of Form:** Please email the completed and signed form to foundationaccounting@georgiasouthern.edu.