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

**Approver Changes:** This section is for changing the individuals who can approve transactions for a Foundation account. If no approver changes are being made, please leave this section blank.

- **Enter the Foundation account information:**
  - **Acct #:** Enter the Foundation account 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 code. Examples: AF1015, AS2015, GS3015
  - **Account Name:** Enter the name of the Foundation account. Examples: Academic Success Center, Dean’s Scholarship. Character space is limited, so feel free to abbreviate as needed.

- **Enter the details (name, email, title, signature, date) of the current approver, and the details of the new approver who is taking over approval authorization.** Signatures are required from both the current and new approver. If the current approver is no longer available to sign, a supervisor may sign in his/her place. If the same individual is signing for multiple consecutive lines, one signature with an arrow drawn downward to indicate a signature on all of those lines is acceptable.

**Report Recipient Changes:** This section is for removing or adding individuals who receive financial reports for a Foundation account. If no report recipient changes are being made, please leave this section blank.

- **Enter the Foundation account information:** Follow the same instructions as above (under Approver Changes) for account information.

- Current report recipients who no longer wish to receive reports should fill out the details in the **Remove Current Report Recipient** section. New report recipients should fill out the details in the **Add New Report Recipient** section. Each recipient that is being removed/added should sign in the space provided. If the current recipient is no longer available to sign, a supervisor may sign in his/her place. If the same individual is signing for multiple consecutive lines, one signature with an arrow drawn downward to indicate a signature on all of those lines is acceptable.

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

If email delivery is not possible, please send to Foundation Accounting, P.O. Box 8028, Statesboro, GA 30460

Any questions about the form or these instructions can be directed to the email address above.