



Request To Add a Spending Authority

In order to add an individual as a *Spending Authority* to an account, please complete the following form and forward to financeforms@upei.ca.

Account Number: _____

Account Name: _____

Spending Authority to be Added

Signature

Name (Printed)

Signature

Name (Printed)

Requested by: _____
Account Holder (Signature)

Account Holder (Printed Name)

Date Requested: _____

This section to be completed by *Financial Services*

Approved:

Manager of Financial Services Date

Processed:

Data Control Date

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of adding spending authority to specific accounts. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.