

New Authorised Signatory

Section 1:

To be completed by new signatory:

User ID	
Name (Print)	
Signature*	

*Signature **MUST** be within the lines of the above box

Section 2:

To be completed by Head of School / Unit:

Cost Centre	Restrictions (Must be completed)

Once completed please send this form to Accounts Payable, Finance, Walter Bower House, Gaurdbridge, St Andrews, KY16 0US

Signed by Head of School / Unit:

Print Name:

Name of School / Unit:

Date:/...../.....