

Harvard University

Equipment Management Signature Authority Form

This form, when signed by Department Heads, authorizes department staff or other individuals to authorize with their signature actions regarding equipment disposals, transfers, sales, relocations, physical inventories, etc.

This Form is required by Harvard Policy. Please refer to <http://osp.fad.harvard.edu/content/equipment-management-policies> for a full version of the Equipment Management Policy. Non-compliance with this policy may result in potential audit findings.

Keep signed authorization forms in department files **and** send a copy to the department's school (Tub) Equipment Management Office, depending on local practice.

This is to certify that _____ has signature authority

for the _____ department and thereby has the authority to sign any

documentation regarding equipment actions in orgs _____, _____, _____,

_____	_____
Dept. Executive Director /Lab Director or Equivalent Name	Signature
Print Name	
_____	_____
Title:	Phone #:
	Date: