

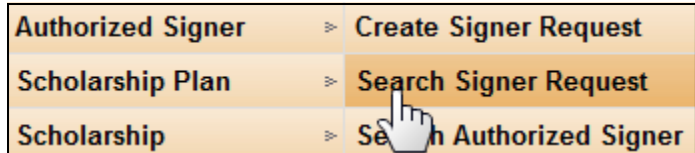


OSU Reimbursement & Scholarship System—How to Print a Signer Sheet

- 1) Login and locate the Reimbursement & Scholarship System page



- 2) On the left hand side, hover over Authorized Signer and select Search Signer Request from the dropdown list.



- 3) Enter the Project ID (i.e. 4100-140xxx) AND select the Req Status (OSUF_APPROVED), AND enter the Request Date range or leave both dates blank if unsure. Click the Search button.

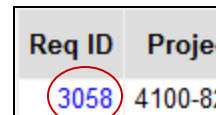
A list of Signer Requests will appear in the Search Results

The screenshot shows the 'Signer Change Request Search' form. It includes fields for Project ID, User Name (last, first), Request Dates (with a date range of 08/07/2012 to 11/07/2012), and Req Status (a dropdown menu set to 'Select from Dropdown'). There are 'Cancel' and 'Search' buttons at the bottom right.

Search Results:

Req ID	Project ID	Org Title	Req Date	Originator	OSUF Status
3058	4100-	County Extension Unrestricted Fund	06-Feb-2012		OSUF APPROV

- 4) Click on the Req ID number of the Signer Sheet you want to edit/print.



- 5) Next the New Authorized Signer and Current Authorized Signer Lists will appear. Click on the PDF icon in the lower right hand corner. This action opens the OSU Foundation Equity Account (Project ID) Signature Form.



OREGON STATE UNIVERSITY FOUNDATION

Equity Account (Project Id) Signature Form

Project ID 4100-i Project Title _____ County Extension Unrestricted Fund _____

This form will REPLACE all previous signature forms for the above equity account (project Id). Please do not use departmental routing or filing stamps on the original signed document. Include signatures of ALL persons in Section 1 and Section 2. Please use non black ink.

Section 1: The following persons are authorized to sign for this equity account. A minimum of two authorized signers are required.

Name _____ Signature _____

Name _____ Signature _____

6) Print the Signer Sheet.

7) Route the Signer Sheet for applicable signatures.

8) When the applicable signatures have been secured, send the original copy of the Signer Sheet to Irona Lowden at the OSU Foundation.

If the information supplied is correct, the OSU Foundation will approve the Signer Sheet, after which time the new information will be available in the Online Systems.