

Can I Sign this?

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When you received a document that requires a signature, take a moment to decide whether you are authorized to do so. Most documents need to be submitted to a few select individuals (via the Business Office or Fiscal Office) for approval. However, there are some documents that any OSU Employee can sign. Here are a few examples:

- **IRS Form W-9:** Vendors who are paying OSU may request a W-9. You are authorized to complete this form and sign it to send back to the person who requested it. However, you can find a copy of the W-9 partially completed and including a signature on the Controller's website:
 - <http://controller.osu.edu/forms/Secure/W9.pdf>
- **State of Ohio Sales and Use Tax Blanket Exemption Letter:** This form is used to prove our sales tax exemption status. Again, this form is available on the Controller's website with a signature, but you are also authorized to sign it yourself.
 - <http://controller.osu.edu/forms/Secure/BlanketExem.pdf>
- **Invoices from Vendors:** Every invoice that is processed for payment must be signed. Any OSU Employee can sign, but as a good business practice, they should be able to:
 - Confirm the goods and/or services were received, and
 - Confirm that no other problems with the order exist
- **Order Confirmations:** Some vendors request a signed order confirmation before an order is placed. A common example of this is catering. The catering vendor will write out the entire order and send it to you for confirmation. These confirmations can be signed by any OSU Employee.
- **UniPrint Contracts for Copiers:** The Unit director requesting a new leased copier through UniPrint can sign the agreement. Be careful and review all the terms before signing because although it is between two university entities the contract is binding.

Be Careful!

Watch out for terms and conditions on any document requiring a signature. Documents of this type require approval from specific individuals. When encountered, use the following guidelines to proceed:

- **Internal Contracts (between two university parties)** – any university employee can sign internal agreements with no cost – but if there is a cost associated it needs to be submitted through the Business Office or Fiscal Office for signature and processing. Submit **eRequest – Internal Order** and attach the contract with all of your details completed (signature blank). (not needed for Uniprint contracts – see above)
- **Contract for the purchase of goods and services** – Complete an **eRequest – Standard Purchasing Request** and attach the completed but unsigned version of your contract to the eRequest.
 - A common example of these types of contracts is a space rental for an event.
 - **For Extension:** If this is for space rental and you will be paying with an Extension checking account or not paying at all you should also attach a Contract Form: <http://cfaesfinance.osu.edu/forms>
- **Contract for our services (Vendor pays the University)** – Submit the completed but unsigned contract via **eRequest – Internal Order** using the Contract Submission guidelines: <http://cfaesfinance.osu.edu/training>
- **Lease Agreements** – email documents to Cindy Buxton, buxton.65@osu.edu

Not sure where your document fits in? Contact your Business Office or Fiscal Office Representative for further guidance.



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