

KANSAS STATE UNIVERSITY
RESEARCH FOUNDATION

2005 Research Park Drive, Suite 105
Manhattan, Kansas 66502-5020
Telephone: 785-532-5720
Fax: 785-532-3920
E-mail: tech.transfer@ksu.edu
www.ksu.edu/tech.transfer/

SIGNATURE AUTHORITY:

The elected officers of the KSURF Board of Directors, the President, Vice President, and Business Manager of KSURF shall have signature authority on KSURF legal filings, contracts, agreements, financial accounts, and instruments. Normally, the elected officers and President will have full authority on all instruments requiring an official signature.

The Vice President will have signature authority on all legal instruments required to be filed to secure protection of intellectual property, including but not limited to Powers of Attorney, copyright and trademark registrations. In addition, the Vice President has authority to sign all confidentiality agreements, material transfer agreements, and any other zero dollar agreements. Further, he/she will have signature authority on all financial instruments.

The Business Manager shall have access to all financial account information necessary to perform his/her duties. He/she will be responsible for the preparation of all financial withdrawals/checks and will have signature authority as a second signer on financial instruments.

Withdrawals/checks of less than five thousand dollars (\$5,000.00) require the signature of only one signatory. Withdrawals/checks written for five thousand dollars (\$5,000.00) or more require the signature of at least two signatories.

Credit cards will be issued to employees for their use in purchasing small dollar items and to cover travel expenses for business related conferences and meetings. Receipts should be submitted to the Business Manager for recording as soon as reasonably possible. Purchases in excess of \$500 will require advanced approval.

(Enacted by the KSURF Board of Directors 15 May 2007)