



# Fund Manager Authorization

## PURPOSE & INSTRUCTIONS:

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This form allows the principal to designate one or more Fun For The Arts “fund managers” who will be allowed to sign forms (and thus authorize payments from the school’s Fun For The Arts account) on the principal’s behalf. For each manager, please mark whether they can authorize all payments or payments up to a certain amount and have them sign so we have their signature on file.

## ABOUT THE SCHOOL & PRINCIPAL:

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School Name: \_\_\_\_\_ District: \_\_\_\_\_

Principal Name: \_\_\_\_\_

*I approve the individual(s) listed below to authorize payments from my school’s Fun For The Arts account and understand that I am responsible for the payments they authorize including non-roster artists, school reimbursements, and payments to individuals or vendors. Furthermore, I understand that I may request a fund transaction report and may remove a fund manager’s authorization at any time by contacting Young Audiences’ Program Operations Manager.*

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FUND MANAGER:

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Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Can authorize all payments  Can authorize payments up to: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

## FUND MANAGER:

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Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Can authorize all payments  Can authorize payments up to: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

## PLEASE RETURN THIS FORM TO:

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