FOR ASSISTANCE COMPLETING THIS FORM CONTACT:
SAM DATABASE ADMINISTRATOR
EMAIL: finauth@sfu.ca
PHONE: (778)782-8713

Additional information on financial authority and registering financial authority is available in these documents:

   How to Register Financial Authority
   Overview of Financial Authority

RESPONSIBILITY CENTRE - FUND, DEPARTMENT AND PROJECT, OR GROUP OF THESE CHARTFIELDS

- Responsibility centres are commonly defined by:
  FUND + DEPARTMENT (or group of these chartfields)
  DEPARTMENT + PROJECT (or group of these chartfields)

- Only list multiple responsibility centres if the changes on the form will apply to every responsibility centre listed and the authorization signature required will be the same for all.

RE-ORGANIZE A PORTFOLIO

- If you are making major changes due to a reorganization of departments, B-rollups, and Oversight Officers or have major changes by position this form may not be appropriate.
- Please contact the SAM Database Administrator to discuss the most efficient and effective method for making changes in the database.