[Delete this note before printing this page on your letterhead]

**Letter from Board President/Chairperson Identifying Individuals as Authorized to Sign Contract Expenditure Reports**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Board President/Chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Entity’s legal name] hereby identify the following individual(s) who is (are) authorized to sign **Contract Expenditure Reports** for the entity named above:

|  | Printed Name |  | Title |  | Signature |
| --- | --- | --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Signature \* Title Date

 ***\* Indicate if you are the Board President or Chairperson***