

In order to serve you better and to meet the requirements of the University's signing authority policy, please complete the following form. After this form has been sent to the Digital Store please go online to open an account to create your business card. The account will be activated once we have both the online account request and the authorization signature.

Please sign and send this duly completed form to the Digital Store by **email** at **digitalstore@concordia.ca** or by FAX at 514-848-3247

Account Holder: _____
First Name Last Name

Signature: _____

Department: _____

Internal Address: _____
Campus Building Room

Contact Information: _____
Telephone Fax

Email address

My Account Number: _____
Organization or Fund code Termination Date

Signing Authority is authorized for the following person(s):

First Name Last Name Signature Email address

First Name Last Name Signature Email address

If there are any restrictions to this authorization, please note it below.