

STEPS FOR SUBMITTING AN ELECTRONIC UMCPF ACCOUNT AGREEMENT FORM

1. The person responsible for administering the UMCPF account should fill in the information at the top of the PDF form including: the name of the UMCP unit/school/college, UMCP department, account type (operating/scholarship/endowment), the proposed name of the account, the authorized purpose/purposes which funds in the account may be used for and the date the account form is being initiated for signature.
2. The administrator should work with their primary Development Officer to obtain supporting documentation for the authorized purpose. Examples of possible documentation include: solicitation materials, correspondence with donor, Letter of Agreement, MOUs. ***Please note that a fully executed MOU is required with the submission of all Endowment account agreements.***
3. The administrator should also fill in the name of the Dean or Department head and the name of the person/persons authorized to receive monthly reports and sign disbursement requests on the account, leaving the e-signature blocks for these sections blank. If dual reporting is being requested, the administrator should forward the form to the second UMCP unit to complete, prior to obtaining the signature of the Dean or Department Chair.
4. The administrator should fill in their name, title and affix their e-signature. If using an e-signature for the first time, follow the Adobe prompts for creating a digital signature. Please choose “create a new digital ID” and “store in windows certificate”. (Adobe will prompt the signer to save a copy of the form).
5. The administrator should then forward the form to the Dean or Department Chair, who will verify that the person/persons named as Report Recipients or Disbursement Signers are indeed authorized to do so. Verification will be indicated by the Dean or Department Chair’s e-signature being affixed to the form (Adobe will prompt the signer to save a copy of the form).
6. The Dean or Department Chair should then forward the signed PDF to the 1st person listed as an authorized signer for disbursements. The first disbursement person will affix their e-signature to the documents, and forward it on to the next disbursement person that needs to e-sign the authorized disbursement signer section.
7. **Once ALL of the required e-signatures are affixed to the PDF form, the completed form should be emailed directly to umcpffinance@umd.edu with “UMCPF ACCOUNT AGREEMENT FORM” in the subject line, for review and approval by the Foundation.** If information/signatures are missing or if there is a question about the contents of the form, UMCPF will contact the person listed as the account administrator for additional information.