



TOWER FOUNDATION

Account Authorization

Return completed form to Tower Foundation WRZHUIRXQGDWLRQ#VMVX HGX

.. Create a New Account .. Update Account No: _____

Type of Account: .. General Donationogogog

Title of Account:

Purpose of Account:

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'HOLY

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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Account Guidelines

Additional instructions on any activity where “Yes” was checked:

- Involving volunteers: Contact Tower HR (4-1127) if your account activity will involve volunteers. Volunteers might require to complete the Volunteer Form and/or live scan.
- High risk or special events that may require a certificate of insurance: Contact Tower HR (4-1127) if you require a certificate of insurance for your events.
- Tower Foundation employees or volunteers driving as part of their job duties may require a certificate of insurance. When the Tower account will be used to pay Tower employees driving more than occasionally, the Tower Foundation COO should be provided with information about how often Tower employees/volunteers will be driving to ensure that appropriate insurance is in place.
- Use of hazardous materials or hazardous activities: If the project or program will use hazardous materials or engage in hazardous activities, the account administrator should contact the University’s **Risk & Compliance Manager** with the Human Resources Group to complete a “*Hazard Assessment Survey & Analysis*” form for the project/program. Copies of approved documents must be submitted to the Tower Foundation.
- Use of human or animal subjects: The Tower Foundation is required to comply with regulations pertaining to the protection of human subjects and the care and use of animals in research. The Graduate Studies and Research department is assigned to review and approve research that uses human subjects and animals. The **Institutional Review Board (IRB)** reviews all research conducted by SJSU students, faculty and staff involving the use of human subjects. The **Institutional Animal Care & Use Committee (IACUC)** is responsible for oversight and review of all issues related to animal care, facilities and procedures.

Copies of documents showing approvals of the project must be submitted to the Tower Foundation. No activities or transactions may be performed before copies of review or exemption are received by the Tower Foundation.

"One-up" signature approval is required for all reimbursements or payments made to the account signers.

All approvals/sign-offs must be obtained before commencing work. An independent contractor or new employee may not perform work until we alert you that all sign offs are complete.

Travel authorization approval (SJSU's format is fine) is required for all overnight trips. Travel reimbursement requests must be submitted to Tower within 60 days of the travel and it must be completed on a Travel Expense Claim Form.