

**University of Florida, Division of Continuing Education (DCE)  
Signature Authorization for DCE Program Development Account**

<b>Department ID:</b>					
<b>Account Type:</b>	<b>New</b>	<b>Update</b>	<b>*HRAC</b>	<b>Yes</b>	<b>No</b>
<b>Sponsoring Department &amp; College:</b>					
<b>Account Name: Specific to Your Department:</b>					
<b>Contact person(s) name, campus address and phone number. (Please type/print)</b>					
<b>Person(s) authorized to expend funds.</b>					
<b>Type/Print Name</b>			<b>Signature</b>		
<p><i>Funds, which are generated and placed in a Program Development account, should be used for the purpose of expanding, enhancing, or underwriting future education activities. The Dean of the sponsoring college or their designee(s) must approve the use of these funds. Disbursement of these funds is subject to the same regulations and policies as other University of Florida funds.</i></p>					
<b>PLEASE NOTE:</b>	<p>To disburse funds, the above listed department is responsible for initiating the appropriate forms, obtaining the authorized signature(s), and submitting the payments as per Finance and Accounting Directives and Procedures. The Teaching and Technology Finance Office is responsible for approvals and audits all transactions.</p>				
<b>Request Approved by:</b>					
<b>Type/Print Name</b>	<b>Sponsoring College – Dean’s Signature</b>			<b>Date</b>	
<b>Type/Print Name</b>	<b>DCE –Signature</b>			<b>Date</b>	
Barbara Bennett					
<b>Program Development Account #:</b>					