

State of Oregon State and Federal Surplus Property Program

1655 Salem Industrial Dr. NE

Salem, OR 97301

Update Donee Authorized Signers

Use this form to add/delete authorized signers to/from your account

If more names must be added, make a copy of this sheet and add numbers to signers Email completed form to carla.jeannette@das.oregon.gov, or fax 503-378-3398

Name of Donee Institution:			Date:		
Department (if College, University, or applicable):			Address (Street and Number):		
Mailing Address/ P.O. Box:		City:		ZIP Code:	
County:		Telephone Number (Include extension):		Website Address:	
Send Invoices to:			I Authorize Purchases by Anyone in My Agency That Holds: Business Credit Card ☐ Purchase Order ☐ Either ☐ or SPOTS Card		
Job Title and Phone Number:					
Name #1			Email Address		
Add ☐ Keep ☐ Delete ☐			Title		
Name #2			Email Address		
Add ☐ Keep ☐ Delete ☐			Title		
Name #3			Email Address		
Add ☐ Keep ☐ Delete ☐			Title		
Name #4			Email Address		
Add ☐ Keep ☐ Delete ☐			Title		
Name #5			Email Address		
Add ☐ Keep ☐ Delete ☐			Title		
Authorized By (Please Print)			Title:		
Chief Administrative Office or Executive Head					
Signature(s)					
Signature of Chief Administrative Office or Executive Head					
☐ Appointed ☐ Hired ☐ Elected (Term expires ___/___/___) Hired by Contract (expires ___/___/___)					