

Digital Signature Document List

Category	Campus	Form	UHS Signers	Non-UHS Signers	Priority
Accounts Payable	All	eShip Global Application	3	0	
Accounts Payable	UH	Acknowledgement of Responsibilities for Multi-User Travel Card	1	0	
Accounts Payable	UH	Cardholder Dispute Form (P-Card and Travel Card)	1	0	
Accounts Payable	UH	Emergency AP Payment Request	3	0	
Accounts Payable	UH	Encumbrance Adjustment	2	0	
Accounts Payable	UH	Gift Card Request	3	0	
Accounts Payable	UH	Mileage Report	1	0	
Accounts Payable	UH	Official Functions Approval	4	0	
Accounts Payable	UH	P-Card Application (Local Fund Individual)	3	0	
Accounts Payable	UH	P-Card Application (State Fund Individual)	3	0	
Accounts Payable	UH	Petty Cash Advance Request	3	0	
Accounts Payable	UH	State Travel Voucher	1	0	
Accounts Payable	UH	Travel Advance Application	3	0	
Accounts Payable	UH	Travel Card Application (Local Fund Dept and Multi-User)	3	0	
Accounts Payable	UH	Travel Card Application (Local Fund Individual)	3	0	
Accounts Payable	UH	Travel Card Application (State Fund Department)	3	0	
Accounts Payable	UH	Travel Expense Report	2	0	
Accounts Payable	UH	Travel Request	5	0	
Advancement	UH	Endowment Fund Transfer	2	0	
Advancement	UH	Extramural Non-Gift Transaction Reporting	2	0	
Advancement	UH	Gift Transmittal	3	0	
Budget	All	Budget Period Action	6	0	
Budget	All	Department Action	8	0	
Budget	All	Program Action	6	0	
Budget	UH	Cost Center Action	3	0	
Budget	UH	Cost Center Manager Change	1	0	
Budget	UH	Request to Budget Fund Balance	4	0	
Budget	UH	Request to Budget New Revenue	4	0	
Budget/Research	All	Project/Grant Action	6	0	
Cost Center	All	1074 Verification Worksheet	1	0	
Financial Reporting	All	Account Action	6	0	

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Financial Reporting	All	Fund Action	6	0	
General Accounting	All	Foundation Payment Request	2	1	
General Accounting	UH	Cash Deposit	2	0	
General Accounting	UH	Incident Report	1	0	
General Accounting	UH	Overage/Shortage Report	1	0	
General Counsel	All	UHS Standard Agreements	1	1	
General Counsel	UH	Contract Coversheet	2	0	
General Counsel	UH	Recommendation for Award	1	0	
HR/Payroll	All	Timesheet Correction	2	0	
HR/Payroll	UH	Additional Compensation Addendum	3	0	
HR/Payroll	UH	Additional Compensation Request	7	0	
HR/Payroll	UH	Certification of Health Care Provider (Employee)	0	1	
HR/Payroll	UH	Certification of Health Care Provider (Family)	1	1	
HR/Payroll	UH	College Release Program Application	3	0	
HR/Payroll	UH	Compliance Checklist for New Hires	1	0	
HR/Payroll	UH	Criminal History Investigation	1	1	
HR/Payroll	UH	Dependent Child Certification	1	0	
HR/Payroll	UH	FML Parental Leave Request	4	0	
HR/Payroll	UH	Formal Employee Conference Record	4	0	
HR/Payroll	UH	Informal Employee Conference Record	2	0	
HR/Payroll	UH	Job Analysis Questionnaire	3	0	
HR/Payroll	UH	Leave Request	2	0	
HR/Payroll	UH	McElhinney Distinguished Service Nomination	4	0	
HR/Payroll	UH	Medical Certification	0	1	
HR/Payroll	UH	Motor Vehicle Record Evaluation Request	4	0	
HR/Payroll	UH	NCWS Hours Increase	1	0	
HR/Payroll	UH	PeopleSoft ePerformance Security Access Request	3	0	
HR/Payroll	UH	Personal Data Sheet	1	1	
HR/Payroll	UH	Personal Information Update	2	0	
HR/Payroll	UH	Prior Service Verification	1	1	
HR/Payroll	UH	Request to Perform Consulting and Outside Employment - Exempt Staff	3	0	

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HR/Payroll	UH	Salary Exception Offer	5	0	
HR/Payroll	UH	Salary Reduction Agreement	2	0	
HR/Payroll	UH	Selective Service System Verification	1	0	
HR/Payroll	UH	Sick Leave Pool Contribution/Withdrawal Request	3	0	
HR/Payroll	UH	Termination Clearance Form	26	0	
HR/Payroll	UH	Veteran's Status Questionnaire	1	0	
Memo	All	Inter-Office Memo	1	0	
Physical Plant	UH	Key Request	4	0	
Physical Plant	UH	Work Order Request	1	0	
Property Management	UH	Missing/Damaged/Stolen Equip Report	1	0	
Property Management	UH	Property Action	2	0	
Property Management	UH	PRP-16B Transfer Data Processing Equip	1	0	
Property Management	UH	PRP-1A Move or Transfer Equipment	2	0	
Property Management	UH	PRP-2 Off-Campus Equipment	3	0	
Property Management	UH	PRP-5 Assign Tag for Fabricated Equip	2	0	
Property Management	UH	PRP-6A Designate Property Custodian	2	0	
Property Management	UH	PRP-6B Change Property Custodian	2	0	
Property Management	UH	PRP-9 Inventory Confirmation	3	0	
Purchasing	UH	Addendum B - Preapproval for Hazardous Materials and Vehicles	1	0	
Purchasing	UH	Addendum C - Purchases Exceeding \$100,000	5	0	
Purchasing	UH	Buyer's Checklist	1	0	
Purchasing	UH	Emergency PO Request	2	0	
Purchasing	UH	Sole Source Justification	3	0	
Research	All	Conflict of Interest Certification (will be changing significantly)	4	0	
Research	All	Conflict of Interest Disclosure (no form available yet)	2	0	
Research	All	IACUC Addendum Approval	1	0	
Research	All	IACUC Annual Renewal - Addendum form	1	0	
Research	All	IACUC Annual Review Approval	1	0	
Research	All	IACUC DMR Addendum Approval	1	0	
Research	All	IACUC MNSA	1	0	
Research	All	IACUC New Protocol Approval	1	0	

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Research	All	IACUC New Protocol Form	1	0	
Research	All	IACUC New Protocol Form - Appendix A	1	0	
Research	All	IACUC New Protocol Form - Appendix B	1	0	
Research	All	IACUC New Protocol Form - Appendix G	0	1	
Research	All	IACUC New Protocol Form - Appendix H	1	0	
Research	All	IACUC Post-MNSA Approval	1	0	
Research	All	CPHS Exempt Protocol Approval	1	0	
Research	All	CPHS Exempt Protocol Approved with Stipulations	1	0	
Research	All	CPHS Exempt Protocol Deferral - Faculty	1	0	
Research	All	CPHS Exempt Protocol Deferral - Student	1	0	
Research	All	CPHS Protocol Approval (Full/Expedited)	1	0	
Research	All	CPHS Protocol Approved with Stipulations (Full/Expedited) - Faculty	1	0	
Research	All	CPHS Protocol Approved with Stipulations (Full/Expedited) - Student	1	0	
Research	All	CPHS Protocol Deferral (Full/Expedited) - Faculty	1	0	
Research	All	CPHS Protocol Deferral (Full/Expedited) - Student	1	0	
Research	All	CPHS Protocol Disapproval	1	0	
Research	All	Not Human Subjects Research	1	0	
Research	UH	Animal Purchase Request	2	0	
Research	UH	Certification Addendum	1	0	
Research	UH	Conflict of Interest for Academic Faculty and Staff	4	0	
Research	UH	Cost Share Commitment	6	0	
Research	UH	Export Control and Travel Embargo	2	0	
Research	UH	Fly America Waiver Checklist	2	0	
Research	UH	OCG 3rd Party Contract (City of Houston)	5	5	
Research	UH	OCG Amendment to Sponsored Project Contractual Agreement	8	0	
Research	UH	OCG Bilateral Confidentiality Agreement	6	1	
Research	UH	OCG Encumbrance Adjustment	4	0	
Research	UH	OCG FDP Subaward Agreement	5	1	
Research	UH	OCG Federal Assistance Agreement	5	1	
Research	UH	OCG Interagency Contract (Texas)	5	1	
Research	UH	OCG Justification for Untimely Contract Submittal	5	0	

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Research	UH	OCG Letter of Intent-Agreement to Negotiate in Good Faith	5	1	
Research	UH	OCG Material Transfer Agreement - Animal	6	1	
Research	UH	OCG Material Transfer Agreement - Chemical	6	1	
Research	UH	OCG Memorandum of Agreement	5	1	
Research	UH	OCG NASA Grant and Cooperative Agreement	5	1	
Research	UH	OCG Small Business Technology Transfer (STTR) Program	5	1	
Research	UH	OCG Sponsored Project Contract Cover Sheet	3	0	
Research	UH	OCG Sponsored Project Contractual Agreement	8	1	
Research	UH	OCG Sponsored Research Agreement	5	1	
Research	UH	OCG State of Texas Title IV-E Interagency Cooperation Contract	5	1	
Research	UH	OCG Subaward Agreement (Standard)	5	1	
Research	UH	OCG Teaming Agreement	5	1	
Research	UH	OCG UH Unilateral Confidentiality Agreement	5	1	
Research	UH	Time and Effort Report	1	0	
Security	All	Financial System Access	6	0	
Security	All	HR System Access	5	0	
Security	All	UHPRD Imaging Access	4	0	
Tax	All	Taxable Payments to Employees	3	0	
Tax	UH	Moving and Relocation Expenses	2	0	
Treasury	All	Return of Endowment Income to Principal	4	0	
Treasury	UH	Request to Establish or Modify a Cash Fund	5	0	
Vendor	All	Direct Deposit Authorization	0	1	
Vendor	All	Form W-8	0	1	
Vendor	All	Form W-9	0	1	