



**NEW YORK CITY**

**DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**

**SERVING NEW YORK CITY YOUTH, FAMILIES, AND COMMUNITIES**

156 William Street  
New York, New York 10038  
TTY 212.442.5903 [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

**JEANNE B. MULLGRAV**  
Commissioner

## **INSTRUCTIONS FOR THE COMPLETION OF THE SIGNATURE OF AUTHORIZATION LETTER AND THE BOARD RESOLUTION**

The purpose of the Signature Authorization Letter is to show authenticity to the NYC Comptroller's Office that the people who are signing the letter are the same as those signing the contracts and reviewing the invoices. The letter must be typed on the Vendor's letterhead. The signatures and notary stamp must be both clear and have original signatures.

The people, usually the Not-for-Profit Organization's officers or their designees, who are authorized to sign the letter are left to the discretion of the Board of Directors. The letter must be accompanied by the Vendor's most recent Board Resolution that states the Board's designees may act as their agent.

Samples of both the Letter of Authorization and the Board Resolution are attached. Should you have any questions regarding either of these documents, please contact your contract manager.



**SAMPLE OF AN AFFADAVIT OF SIGNATURE AUTHORITY**

**Your Letterhead  
Address  
(212) 555 - 5555**

I hereby authorize: \_\_\_\_\_, Executive Director/  
Authorized Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_, Chief Financial Officer/  
Authorized Designee

\_\_\_\_\_  
Signature

Whose specimen signatures appear above to authenticate and certify to sign contracts and certify claims and other related documents under the provision of the Contract/PIN 260 \_\_\_\_\_ between the Department of Youth and Community Development and **(Your Agency)** \_\_\_\_\_ for the services provided during the period from July \_\_\_\_, 20\_\_ to June 30, 20\_\_.

State of New York

County of \_\_\_\_\_

This day of \_\_\_\_, XXXX

\_\_\_\_\_  
Signature of Vendor Official  
(Person granting Authorization,  
i.e Board Chairman)

\_\_\_\_\_  
Signature  
(Notary/Commissioner of Deeds)

\_\_\_\_\_  
(Title of Vendor Official)

## SAMPLE OF A BOARD RESOLUTION

### RESOLUTION

RESOLVED, that this Board of Directors does hereby authorize and direct **Jim Jones**, Executive Director and **John Smith**, Chief Financial Officer to sign contracts and amendments to the contracts and to review claims on behalf of the **ABC** Not-for-Profit Corporation's Board of Directors

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**Constance Carter**  
Chairman of the Board of Directors

#### Reminders:

- Authorization must be on letterhead
- Person granting the authorization may not authorize himself/ herself
- Authorization must be given by Chairman of the Board
- Notary or Commissioner of Deeds must sign and stamp document.
- Must be original