



**Department of  
Youth & Community  
Development**

Bill Chong  
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 OF AUTHORITY**

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

I hereby authorize: \_\_\_\_\_, Executive Director

\_\_\_\_\_  
Signature

\_\_\_\_\_, Chief Financial Officer

\_\_\_\_\_  
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 260xxxxxxxxx between the Department of Youth and Community Development and **Your Agency** for the services provided during the period from July 1, 2014 to June 30, 2015.

State of New York

County of

\_\_\_\_\_  
(Signature of Vendor Official)

This day of \_\_\_\_\_, xxxx

\_\_\_\_\_  
(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