| Document Distribution Date: | |
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By signing below, I hereby certify that I have been authorized to serve as certifying signatory and acknowledge my responsibilities as defined by University policy PS 05.A.02. I further acknowledge that I have read and understand the PS and I agree to assume this signatory responsibility.

| Dept. | Dept. Name | Name | Title | Signature/Initials |
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It is the responsibility of each college/division to update and deliver this list as changes occur during the year. It is also the responsibility of the department to provide a new list on September 1 of each fiscal year as outlined in PS 05.A.02.