



# Key Total Treasury (KTT) Authorization Form

**Purpose:** This form is used to authorize individuals at campus to place stop payments on vendor checks and/or obtain check copies via the Key Bank Web site.

**SUNY Operating Location:** \_\_\_\_\_

**ADD USERS**

Effective Date: \_\_\_\_\_

	Employee Name and Work Address	Phone Number (Include Area Code)	E-mail Address	Stop Payments (X)	Check Copies (X)
1.					
2.					
3.					

**REMOVE USERS**

Effective Date: \_\_\_\_\_

1.					

\_\_\_\_\_  
AUTHORIZED OPERATING LOCATION SIGNATURE & TITLE

\_\_\_\_\_  
DATE

**SEND FORM TO RF CENTRAL FINANCE OFFICE, ATTENTION CASH MANAGEMENT, FAX 518-434-8347**