Grants Management Change Request Form
Add or Remove Users

Arizona Department Of Education
Grants Management Office Bin # 3
1535 West Jefferson Street Phoenix, Arizona 85007
Phone 602-542-3452 / Fax 602-542-4063 / Email grants@ade.az.gov

Date :

Print Reset

Please add the following individual(s) to the Grants Management for the Fiscal Year

Entity Name : CTDS (9 digits number) :

Add GSA	Add Capture	Remove Users	First Name	Last Name	Title	Email	Phone	Original Signature For ADD GSA / Removal Reason or Note
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Authorizing Person:

Position :

Email Address :

Phone Number :

Signature (in Blue) :

ADE Grants Management Office Use Only

Date Processed: Processed By: Verified : ☐

* Authorizing Person should be superintendent or business manager for districts / charter holder or contract signer for charters, and GSA signer for other Entity.
* This Change Request Form requires both signatures in Blue ink from the person who is being added as GSA signer and requesting person.
* Please mail a hard-copy directly to the Grants Management Office.