

Signature Authorization Form: Instructions


About the Form:

The purpose of this form is to allow departmental budget managers (those with signature authority—typically deans, directors and vice presidents) to assign or delegate signature authority on an account to another individual up to a \$2,000 threshold. This form is then filed in the Payments Department for future reference when approving payments.

Instructions for Completing the Form:

1. Name of the staff person receiving the delegated signature authority
2. Fund department that this delegation applies to
3. Dollar amount of delegation, up to \$2,000
4. Signature of departmental director.
5. The bottom section of the form allows departmental directors to assign a designate for signature authority during their absences.

*These forms must be on file in the Payments Department before they are valid.

 SIGNATURE AUTHORIZATION FORM		
<small>This signature authority is necessary for Purchase Requisitions and Check Requests up to \$2,000. Requests for personal use (dues, reimbursements, subscriptions, memberships, conference expenses and expense advances) still require director/supervisor approval.</small>		
<small>List the names of staff or faculty persons in your department who can sign in lieu of the director:</small>	<small>Account numbers the person may sign for:</small>	<small>Authorized dollar amount. May not exceed \$2,000.00 without VP approval:</small>
1 _____	2 _____	3 _____
_____	_____	_____
4 _____ Director Signature		
<small>Please designate below a first and second choice person to sign when you are on vacation or out of the city on University business. Please also ask them to sign their name with the word "designate" written as a title. This will avoid us having to question.</small>		
1 _____	5	2 _____
PLEASE RETURN THIS UPDATE TO THE PAYMENTS DEPARTMENT IN THIRD WETER		