



## SIGNATURE AUTHORIZATION FORM

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. In the case of a personal request for a dean or director, they too need supervisor approval.

List the names of staff or faculty persons in your department who can sign in lieu of the director:

Account numbers the person may sign for:

Authorized dollar amount. May not exceed \$2,000.00 without VP approval:

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**Director Signature**

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 your department, and you having to send multiple authorization forms to the Payments Department each time you are out of town.

1 \_\_\_\_\_

2 \_\_\_\_\_

**PLEASE RETURN THIS UPDATE TO THE PAYMENTS DEPARTMENT IN THIRD WETER**