



FINANCIAL SERVICES AUTHORIZED SIGNATURE FORM
For Accounts Payable, Procurement & Contract Services, and Travel Accounting

Department Name _____

Administrative or staff changes will require the submission of a new form.

Dept ID(s) _____
(attach additional sheets if necessary)

A. Petty Cash The following individuals may authorize Petty Cash expenditures.		
Type or Print Name	Working Title	Signature
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

B. Direct Pay Requests/Invoices The following individuals may approve invoices for payment (receipt of goods or services, lodging agreements, musicians, lecturers, etc.) AND Direct Pay Request forms (memberships, subscriptions, film rentals, etc.).		
Type or Print Name	Working Title	Signature
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

C. Procurement & Contract Services The following individuals may approve sole source/brand justifications, authorize Office Max access, and or approve procurement card statements. Procurement credit card "approving official" must be a higher authority than cardholder.		
Type or Print Name	Working Title	Signature
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

D. Travel Accounting The following individuals may authorize travel expenditures.		
Type or Print Name	Working Title	Signature
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

I certify that the above signatures are those of the persons indicated and are authorized to approve the above transactions.		
_____	_____	_____
Dean/Dept. Chair/Administrative Head (type or print name) (must be a higher authority of all individuals listed above)	Signature	Date