

***New* Financial Services Signature Authorization Form**

REPLACES individual signature authorization forms previously required by Accounts Payable, Procurement & Contract Services, and Travel Accounting.

Signature authority must be granted by departmental administrative heads for individuals authorized to approve petty cash, direct pay, sole brand/source documents, procurement credit card statements, travel documents and/or payment of invoices. The *NEW* combined form will designate personnel authorized to approve expenditure transactions. **Transactions for the new fiscal year will not be processed without approval forms on file.**

To complete this form:

1. Type or print names of authorized personnel under each section for which authorization is granted and their working title.
2. Obtain signatures from authorized personnel and from the department head.
3. Mail completed form to Accounts Payable at Zip 243

Questions regarding this form or these procedures should be directed accordingly:

Sections A and B – Accounts Payable, Ext. 6426

Section C – Procurement & Contract Services, Ext. 5134

Section D – Travel Accounting, Ext. 5766