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.