



SIGNATURE AUTHORIZATION OR CANCELLATION

U242-1 (R7/89)
E0660

INSTRUCTIONS: A signature authorization remains in effect until cancelled. When a person's authorized status ends, the authorizing officer is responsible for cancelling that status by use of this form. Department Heads may make "Department Authorizations" as indicated for items A-H below. Other delegations, such as items I-K below, require the approval of the next higher officer as well. Such authorizations can only be made to acting or vice chairperson or their functional equivalent. Department Heads must also complete this form to place their own signature on file; no confirming signature is necessary for this. See the Accounting Handbook, Section G, for more details on campus policy governing signature authorization.

To assist the Accounting Office in processing this form, please indicate which statement(s) describes the action(s) to be taken. Then complete Sections 1 & 2 below.

- 1. Add a new signator to the file.
- 2. Add accounts (or account / funds) to a signator already on the file.
- 3. Delete accounts (or account / funds) associated with a signator who is to remain on the file.
- 4. Delete a signator from the file due to separation, etc.
- 5. Record a change in name & employee no. for someone already on file. Employee no. & name prior to change: _____ Give new information & authorized delegations below.

Old Employee No. Old Name: Last, First, MI

SECTION 1 ~ NAME INFORMATION

Employee No. Name: Last First MI Payroll Title

Department Name Effective Date

SECTION 2 ~ AUTHORIZATION INFORMATION

Accounts Covered

Employee No.	Recording No. Prefix	Loc.	Account No. (Give full 6 digits)	Fund No. (If all funds use "00000")
2				
2				
2				
2				
2				
2				
2				
2				
2				

Delegations - Check appropriate boxes:

Department Authorizations -

- A. Requisitions (i.e. Purchase, Printing, Physical Plant)
- B. Univ. Service Dept. Orders / Chgs.
- C. Travel
- D. Invoices
- E. Request for Issuance of a Check (Form U5)
- F. Payroll Time Reporting Forms
- G. Staff Personnel Transactions
- H. Student Aid (incl. Fee Payment Reduction Cards, & all Financial Aid Payment Authorizations)

Authorizations Requiring Approval of Next Higher Officer -

- I. Academic Personnel Transactions
- J. Budget Forms (Transfers of Funds)
- K. ALL DEPT. BUSINESS includes categories A-H & I-J above.

Other -

- L. Specify _____
- M. Standard Entertainment
- N. Exceptional Entertainment

DEPARTMENT HEAD'S APPROVAL

NEXT HIGHER OFFICER'S APPROVAL

PREPARED BY

PHONE

SIGNATURE SPECIMEN as it will appear on Univ. documents

Distribution: White - To Accounting Office after required approvals
Yellow - Retained by Higher Officer when approval required
Green - Retained by Preparing Department