



Manual Signature Authorization and Approval

(Exclude Tier 2)

Section 1: Information

Name (Last, First, MI):

Dept. /Unit:

Payroll Title:

Effective Date:

Signature Specimen:
(As stated on University documents)

Employee Number:

Section 2: Action

Add a new signator

Cancellation Date:

Add organization (or account / fund) code(s) to an existing signator

Delete organization (or account / fund) code(s) of an existing signator

Delete signator in name and employee no. Employee no. & name prior to change

Old Employee Number:

Old Name:

Other (describe):

Section 3: Authorization Delegated

Delegation to authorize and/or approve, by your signature, the types of transactions checked for the specified FOAPALs: Check one or both boxes:

To authorize use of funds for:

To approve transactions for:

Check appropriate boxes:

Requisitions

Purchase Orders

Univ. Service Dept Order/ Charges

Travel

Other (Ex. Payroll Forms)

Direct Pays

Budget Adjustment Form (TOF)

Budget Adjustment Form (BSL/FMW)

Ledger Adjustment for (TOE)

FOAPALs COVERED

Fund	Organization	Account

This Signature Authorization or Cancellation form is for **WRITTEN** authorizations and approvals and does not cover online approvals. Online approvals and access to online data is a separate authorization process controlled by the appropriate Data Base Security Manager (E.G. FIS, AIS, PPS).

AUTHORIZE: To agree to the commitment of funds for a specified use; authorization can only be given by a person who is responsible for the funds in question. An authorization is only done on paper, and **is not an approval.**

APPROVE: To agree that a transaction has been authorized, and that the document recording it is accurate and consistent with relevant University policies and procedures. The approver should review the supporting documentation, including any required agreements or restrictions.

General Instructions:

- Signature authorizations remain in effect until cancelled
- Dept. / Unit are Office of Record for Signature Authorization or Cancellation Documentation
- Authorizing Officer is responsible for cancelling previously authorized delegations
- Department Heads must also fill out the form to have their own signature specimen on file: no approval signature is necessary for Department Heads as authorizations and approvals are inherent with their position
- The use of this form is highly recommended. If an alternative Signature Authorization documentation is used, it must be in writing and clearly specify the types of transactions and FOAPALs covered by the delegation. In addition, the signature and name of the delegator and delegatee must be on the document.
- Signature authorization documentation must be readily available, upon request, for internal and external auditors.
- Signature authorizations and approvals may require more than one form per individual, depending on combination of types of transactions and FOAPOLs being delegated for approval and/or authorization.

Section 1:

- All information is required and must be entered

Section 2:

- Check the appropriate box(es) to identify the type of action being taken

Section 3:

- Check the appropriate box(es) to identify the type of authorization being delegated (authorize the use of funds and/or approve transactions)
- Check the appropriate box(es) to identify the type of transactions (travel, payroll, staff personnel, ...) authorization is being delegated for
- List the org/fund/accounts covered in the authorization (specific O/F/A may be listed or ranges may be used - if just organization codes are listed it will be assumed that "all" fund and account codes are included and if just organization/fund are listed, it will be assumed that all account codes are included)
- Multiple delegation forms may be issued for an individual if delegations differ by FOAPAL (Note on the "Other" line, page X and X pages for individuals with more than one page of delegation forms)
- "Other", is to be used for delegations not listed and allowed by policy (ex: payroll forms)
- Obtain required approval signature(s) and be sure to type/print approver's name under their signature
- This form can be used to delegate authorization to approve exceptions to policy where re-delegation is allowed by policy (be sure to specifically state the type(s) of exception approval being delegated under other or attach a separate sheet.

Section 4: Authorization

Department / Unit Head Approval

Prepared By

Next Higher Authority Approval

Date

Phone Number

Section 5: Documentation Instructions

This document should be kept on file within your division.