

Signature Authorization Form

Return to: Business Services 125 Graff Main Hall

Use of this form is to provide signature authorization to Business Services staff allowing them to validate signature authority on various transactions. Please refer to the [Signature Authority Policy](#) for more information. Signature Authority defaults to the WISDM Manager unless otherwise assigned. This form should be updated as staffing or delegate changes occur. This form is not intended to overrule the "Contracting Personnel" list.

Department ID (UDDS) Department / Description

For a range of UDDS accounts, place an X in lieu of a number (ex: 0724XX)

Effective Date Division / College

| Name of Delegate (Printed) | Signature of Delegate | Title of Delegate | FEA | INV | RET | PIR | PR | SB |
|----------------------------|-----------------------|-------------------|-----|-----|-----|-----|----|----|
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***Forms:**

- FEA (Food Expense Approval Form) INV (Invoices < \$5,000) RET (Revenue/Expense Transfers)
- PIR (< \$5,000 Payments to Individuals) PR (Purchase Requisitions < \$5,000) SB (Student Billing)

This authorization is on a temporary basis only

Printed Name of WISDM Manager _____ Signature of WISDM Manager _____ Date _____

Effective Dates:

to:

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|--|--|-----------------------------------|
| BUSINESS SERVICES INTERNAL USE ONLY | | |
| <input type="checkbox"/> Controller Approval | <input type="checkbox"/> Email Confirmation Sent | <input type="checkbox"/> Recorded |