UNIVERSITY OF WISCONSIN LA CROSSE UWL

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

***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)

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

☐ This authorization is on a temporary basis only

Effective Dates: _____

to: _____

BUSINESS SERVICES INTERNAL USE ONLY

☐ Controller Approval ☐ Email Confirmation Sent ☐ Recorded

Effective 11/21/2014
Updated 4/26/2021