



Department Name _____
Organization Code _____

Date _____

DELEGATED SIGNATURE FORM
For Travel and Personal Reimbursements

Signature authority is assigned to University Deans, Directors, Department Chairs, and project directors for accounts which are directly under their supervision. To provide for efficient operation of departments, signature authority may be delegated. The individual to whom the signature authority is delegated should have direct knowledge of the needs of the project or program.

It should be noted that the designation does not relieve administrative officials of their fiscal responsibility and accountability for accounts under their control. Accordingly, careful consideration must be given to the selection of capable and reliable employees when delegating signature authority. The individual delegated and accepted has been properly trained to ensure the accuracy and integrity of the transactions, and has the authority to deny a reimbursement.

_____ delegates _____
Print Name & Title
to sign travel and personal reimbursements for _____
Organization & Index

Signature

I understand the responsibility in accepting the delegated signature authority.

Signature

Print Name, Title

The individual to whom the signature authority is delegated should have direct knowledge of the needs of the project or program.

Note: Individuals may not authorize their own financial documents or those of their supervisor(s).

Send Completed Forms to BAO-SAS

11/21/07