

Signature Authorization



Org Key Director: _____

Org Key Number: _____ Effective Date: _____

Org Key Title: _____

**Please obtain the signature of any individual if you intend to delegate signature authority in your absence.
**Changes made to an existing Authorization of Signatures form will supersede the current form on file.

DELEGATION TYPE:
(If Applicable)

DELEGATED SIGNATURES:
(Typed Name/Signature)
(If Applicable)

OPERATION EXPENSE FUNDS:

Authorized to sign purchase requisitions for
expenditure; check requests; employment
forms and timecards
\$ _____ limit (if any)

PROPERTY & EQUIPMENT FUNDS:

Tangible items over \$500.00
\$ _____ limit (if any)

PETTY CASH

Vouchers for reimbursement
\$ 100.00 per day/per person
No property or equipment

Other:

\$ _____ limit (if any)

Org Key Director's Signature

Date

ALL ACCOUNTS:

Any expenditure involving reimbursement directly to the "Account Holder" requires Supervisor's approval.

DISCRETIONARY ACCOUNTS ONLY:

Discretionary Fund Expenditures (including transfers) in excess of \$3,000.00 (Org Key 7XXXX series) requires Supervisor's approval.

Please return to CPC Business Office

Internal Use Only: Estimated End Date if Applicable: _____

Date Received _____

Reviewed By _____

Original: Signature Authorization Book XC: Internal Key File