



DEPARTMENT OF ADMINISTRATION

DELEGATION OF SIGNATURE AUTHORITY

DIVISION

The following named individual (s) accompanied by their sample signature (s) are delegated the authority to approve the expenditure of public funds allocated to this Division for official expenditures related to the function of programs as designated by the Department of Administration. This delegation will remain in effect until the authority it conveys is revoked in writing or until the end of each fiscal year on June 30th. Forms will be renewed July 1st.

I hereby authorize signature and limits for the following personnel on Division accounts as indicated below:

(Note: Please designate specific dollar amounts allowable or if dollar limits are "Unlimited" please mark "UL")

Printed Name	Signature on File							
		Reimbursements / Travel Advances	Budget Authorizations	Invoices	Contracts / Grants	MOUs / MOAs		
1		\$	\$	\$	\$	\$		
2								
3								
4								
5								
6								

I certify that I have discussed this arrangement with the designees above and they are aware of the responsibility delegated to them and that their signature is an acceptance of that designation of authority. I understand that the fiduciary responsibility for the account funds still remains with me. This document is good from July 1st through June 30th each year. A new form will be submitted to the Office of Fiscal Management each fiscal year.

SIGNATURE OF DIVISION DIRECTOR

DATE

Return original form with all required signatures to: Office of Fiscal Management