



**Signature
Authorization
or Cancellation
U242**

Instructions: A signature authorization remains in effect until cancelled. An employee who is delegated signature authority should not be assigned responsibility for verifying charges appearing in the General Ledger. When a person's authorized status ends, the authorizing officer is responsible for cancelling that status by using this form. Department Heads may authorize "Department Authorizations." Also, they should complete this form to place their own signature on file; a confirming signature is not necessary for this. "Authorizations Needing Approval of Next Higher Officer" are given only to acting or vice chairman or similar officer.

Name: (Last, First, MI)	Action: Authorization <input type="checkbox"/> Cancellation <input type="checkbox"/>	Effective Date:
Payroll Title:	Department Name:	

New <input type="checkbox"/> Replacement <input type="checkbox"/>	If Replacement: Name: (Last, First, MI) Payroll Title:
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Accounts Covered by this Authorization:

If all accounts, funds, or subs are to be included, write "all" in appropriate column.

Department or Account Name	Dept. Recharge No.	Loc.	Account	Fund	Sub

Department Authorizations:

Requisitions
Payroll
Travel
Invoices and Service Bills
Staff Personnel Transactions
Other
If other please specify:

Department Head Signature	Print Name	Date:
Higher Officer Signature	Print Name	Date:

**Authorizations needing approval
of next higher officer:**

Academic Personnel Transactions
Budget Forms
All Dept. Business

<p>Signature Specimen – Sign all Copies. Use this signature on all University documents.</p>

DISTRIBUTION: Original to the Accounting Office, 1 copy to the Purchasing Office, 1 copy to the Approving Officer, 1 copy retained by Department