



**Signature Authorization
or Cancellation
for
Tax-Free Alcohol
U242A**

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.

Name: (Last, First, MI)		Action: Authorization Cancellation <input type="checkbox"/> <input type="checkbox"/>		Effective Date:
Employee I.D. Number:		Department Name:		
<input type="checkbox"/> New	If Replacement: Name: (Last, First, MI)		Payroll Title:	
<input type="checkbox"/> Replacement				

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 Authorization for Withdrawal of Tax-Free Alcohol:

(See Administrative Policies & Procedures, Section 707-14, Guidelines on Use of Tax-Free Alcohol)

Chair Signature	Print Name	Date

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

DISTRIBUTION: Original to Distribution & Document Management and one copy retained by Department.