

Please take a minute to read the instructions before completing the form. This will reduce errors, prevent send backs, and expedite the processing of these forms.

- The Accounting Office is required for auditing purposes to have on file a list of signatures authorized to approve expenditures, enter invoices on-line and approve the submittal of spreadsheet journal imports (SSI's).
- Departments are **required** to complete an Authorized Signature form, both annually and for any updates to staffing changes that may occur.
- A separate form is to be completed for each department number. Do not enter multiple department numbers on one form, as the form will be returned and need to be re-done.
- If additional sheets are needed, a new form can be used to capture the additional names, but will need to be completed in full and will need to have the appropriate signatures.
- All signatures must be signed in **non-black ink**, as this assures the form is not a copy, but rather an original form. Only original signatures will be accepted.
- The original form must be sent to the Accounting Office, please keep a copy to have on file in your office
 - If your department is under the College of Agriculture or Experiment Stations, route the form through the Ag Budget Office.

Authorization Types:

- Approve Expenses (AE): person is authorized to approve expenditures for their department. This includes approving expenditures on accounts payable vouchers, inter-departmental billings, travel vouchers, as well as approving receiving reports and fixed assets. This also includes persons authorized to approve/submit (email) SSI journals to the Accounting Office. Spreadsheet journal imports are used by most departments to redistribute charges between funds (cost transfer), transferring of cash from one local fund to another local fund (cash transfer) and to bill other departments for goods and services (IDB) when the amount of lines needed to process the transaction are more than the IDB or Cost/Cash Transfer forms allow.
- Data Entry – Online (DEO): person is authorized to enter company supplier invoices on-line in Psoft for the department. Not all invoices are authorized to be entered on-line directly by the department, refer to the Accounting Office webpage for more information if needed.
- Approve expenses (AE) and Data Entry (DEO): in some cases, a person may be authorized to approve expenditures and are authorized to enter company supplier invoices on-line in Psoft. This approval does not mean they can do both for the same transaction, that is not allowable. The person approving the expense cannot enter the same expense on line for payment. Please provide a written explanation if this option is selected for an individual as to why they would need both types of authorization.

Steps to complete the form

1. Print or type your department name and department number.
2. Put in the date you are completing the form.
3. Print or type the name of the authorized person. Use the full name they will be using to sign off on the various Accounting forms they are authorized to sign. If there are variations to the way their name is signed, please list them separately.
4. The authorized person must sign their initials.
5. The authorized person must sign their name with the signature they will be using when signing the various Accounting forms they are authorized to sign.
6. Enter the authorized person's phone number.
7. Enter the authorization type the person is authorized to complete.
8. The department head must sign, initial, date and print their name. The authorized department head signing the form, does not need to be listed in the upper portion of the form. They are already authorized for approval of expenses.
9. **Print in Landscape Orientation.**
10. Submit the form to the Accounting Office. If the form is being completed for the annual requirement a due date will be given as to when the form must be submitted to the Accounting Office.

Questions regarding this form should be directed to the Accounting Office 231-7823.

Once you have read and understand the above instructions, you may access the Authorized Signature Form by clicking below.

[Continue to the Authorized Signature Form](#)