

*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.*

- North Dakota State University is required, for auditing purposes, to have on file a list of signatures authorized to approve expenditures on various Accounting and Purchasing forms and enter invoices on-line.
- Departments are **required** to complete an Authorized Signature form, both annually and for any updates to staffing changes that may occur. For staffing changes, you may use the most recently created/updated Authorized Signature Form for that department to cross out employees that have left the department and/or add in recently hired employees. The department head will need to initial and date the form when completed.
- 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.
  - Accounting Service Center: The Accounting Service Center employees will sign **ONE Authorized Signature Form per Portfolio**. A separate sheet will list all department numbers that use the ASC for services that employees have authorization for. The department number field on the Authorized Signature Form will state "ALL" and the department name field will state "ASC – Portfolio #" rather than a single department name and number.
  - Business Centers: The Business Center employees will sign **ONE Authorized Signature Form per College**. A separate sheet will list all department numbers that use the BC for services that employees have authorization for. The department number field on the Authorized Signature Form will state "ALL" and the department name field will state "BC – College of XXXXX" rather than a single department name and number.
  - All Other Department Employees: All other employees within department will sign individual Authorized Signature Forms for each department they are authorized for.
- 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.
- Only original, non-digital 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

#### Authorization Types:

- **Approve Expenses (AE)**: person is authorized to approve expenditures for their department. This includes approving expenditures on all Accounting and Purchasing forms, as well as approving 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 Peoplesoft 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 also authorized to enter company supplier invoices on-line in Peoplesoft. 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.*

- **Inventory:** person is the department contact for inventory and fixed assets and will be the point of contact for Purchasing when they are conducting inventory.

### 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 each authorized person. Use the full name they will be using to sign off on the various Accounting and Purchasing 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 and Purchasing forms they are authorized to sign.
6. Enter the authorized person's phone number.
7. Select the authorization type for the person.
8. Enter the department inventory contact person. If they also have signature or entry authority for Accounting or Purchasing forms, they should be listed twice on the form; once for inventory and once for their signature or entry authority.
9. 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.
10. **Print in Landscape Orientation.**
11. Submit the form to the Accounting Office via campus mail. 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 701-231-7432.

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](#)