

The Purchasing department is required for auditing purposes to have on file a list of signature authorized to approve expenditures on various forms (purchase requisitions, departmental approval, contracted service agreements, etc.).

****When printing this form, be sure to select "Landscape" orientation in your print options.**

Department: _____ Department #: _____ Date: _____

PRINT or TYPE NAME	INIT	SIGNATURE (non-black ink)	PHONE #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

****Please note, this Authorized Signature form is for the PURCHASING OFFICE, do not route to the Accounting office.**

I authorize the above individuals to approve expenses for the department.

Department Head Approval _____ Date _____

Print Name _____

Receiving Department:
Route this form to:
 Purchasing Office
 Old Main 17
 Phone (701) 231-8346