

# SIGNATURE AUTHORITY DELEGATION



Within each department or project, the assigned Director or Manager is responsible for the overall operation of the program and its budget. The Finance Manual provides that up to three (3) employees may be assigned signature authority to transact on behalf of the assigned Director or Manager in their absence, provided such delegation is to an employee no more than one level below the delegator. Otherwise, delegation must be at a lateral or higher level from the delegator. If this form is not completed, the default approval will be that Director or Manager's immediate supervisor.

Employees who are given signature authority below are responsible for assuring that: they have an understanding of what is being approved, the information and supporting documentation is accurate and complete, the transaction is allowable, reasonable and justified, the transaction is charged to the correct general ledger account(s), there are adequate funds to cover the expense, and the funding source is appropriate for the expenditure. The delegator remains accountable for all actions taken by the delegates named below.

**Delegator:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Dept./Program:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

## Delegates:

**#1** **Employee:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_

**#2** **Employee:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_

**#3** **Employee:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_

The original copy of this form should be sent to the Finance department, with a copy provided to the affected staff. This form should be updated and resubmitted should any change in personnel take place requiring an addition or deletion to the employees listed above.