



## Delegation of Signature Authorization for Purchases <\$5000

In accordance with FAD.078 Campus Contracting & Purchasing Signature Authority- Purchasing Supplies and Materials, departments may delegate signature authority at the management level for purchasing of items below \$5000. Delegation is authorized until employee resigns position or delegation is removed. This form needs to be approved by the Budget Authority and Vice President over the department and on file with the Service Center prior to any designee(s) approving expenditures.

**This does not apply to Contracting, Departmental Procurement Cards, and Academic Divisions.**

Department(s)/  
Division(s): \_\_\_\_\_

Check here if designee(s) are approved for all index codes under Budget Authority Org codes:

Or, indicate specific org and/or index codes designee(s) are approved to sign:

Org Codes Designee(s) approved to sign:


Index Codes Designee(s) approved to sign:


### Designee Information

_____ Print Full Name	_____ Signature	_____ Date	Add	Remove
_____ Print Full Name	_____ Signature	_____ Date	Add	Remove
_____ Print Full Name	_____ Signature	_____ Date	Add	Remove

By signing this form I approve the listed designee(s) to sign for budgetary approval on expenditures for the indicated Organization and/or Index Codes for which I have Budget Authority. I acknowledge and approve the Service Center staff to paying expenditures out of the indicated accounts with written approval from myself or one of the indicated designee(s).

_____ Budget Authority (Print Name)	_____ Signature	_____ Date
_____ Vice President (Print Name)	_____ Signature	_____ Date

### Service Center Use Only

Date Scanned

By