

SIGNATURE AUTHORIZATION

DATE: _____

PART A:

COLLEGE / DIVISION _____ **UNIT / GRANT NUMBER** _____

DEPT / GRANT "NAME" _____

UNIT/GRANT SIGNING AUTHORITY: NAME: _____

SIGNATURE: _____

TITLE: _____

SEE INSTRUCTIONS ON REVERSE

PART B: DELEGATED AUTHORITY TO:

SIGNATURE: _____ **LIMIT: \$** _____

NAME: _____ **TITLE:** _____

FUND(S) _____ **GRANT(S)** _____

SIGNATURE: _____ **LIMIT: \$** _____

NAME: _____ **TITLE:** _____

FUND(S) _____ **GRANT(S)** _____

SIGNATURE: _____ **LIMIT: \$** _____

NAME: _____ **TITLE:** _____

FUND(S) _____ **GRANT(S)** _____

SIGNATURE: _____ **LIMIT: \$** _____

NAME: _____ **TITLE:** _____

FUND(S) _____ **GRANT(S)** _____

SIGNATURE: _____ **LIMIT: \$** _____

NAME: _____ **TITLE:** _____

FUND(S) _____ **GRANT(S)** _____

SIGNATURE: _____ **LIMIT: \$** _____

NAME: _____ **TITLE:** _____

FUND(S) _____ **GRANT(S)** _____

INSTRUCTIONS FOR SIGNATURE AUTHORIZATION

PART A:

1. COLLEGE / DIVISION:

Print the name of your College, Division or School.

2. DEPARTMENT / GRANT “NAME” AND “NUMBER”:

Print the name and number of the Department this authorization will be for. Please note that Accounts Payable has to have signatures on file for ALL Grants (NSERC for example).

3. APPROVING AUTHORITY:

Internal controls necessitate the signature of a Dean, Director, or Chair in order to approve the persons who have been delegated.

4. DATE:

For our records, please date the signature authorization when you return it to Accounts Payable.

PART B:

5. SIGNATURE:

Please provide a sample of your hand written signature in this space and print your name underneath in the “NAME” area.

6. LIMIT: *(revised Feb 20/02)*

Please give dollar limit for individual listed.

7. UNIT(S) / FUND(S): *(NEW Feb 20/02)*

Specify both Units and applicable grants the individual is entitled to authorize.

8. TITLE:

Please indicate your official title (example: Associate Vice-President, Chair, Administrative Secretary, etc.)

● **NOTE:**

CODED INVOICES, CHEQUE REQUISITIONS, TRAVEL FORMS, ETC. WILL BE RETURNED TO DEPARTMENTS OR HELD IN ACCOUNTS PAYABLE UNTIL A SIGNATURE FORM HAS BEEN RECEIVED.