

To: Accounting Services

Date: _____

School, Division, Department, or Office

Function Number(s)

In compliance with Business Manager and Assistant Treasurer Memorandum No. 86 revised March 1, 1975 please approved the staff members listed below as duly authorized to sign documents for the above School, Division, Department or Office. In adherence to Federal Regulations for separately budgeted sponsored programs, this form certifies that all persons authorized have first hand knowledge that the information contained on the forms is both correct and verifiable. Delegation of authority to sign will be considered by the Business Office to apply only to those documents as specified below. The department head will be responsible for establishing any additional internal restrictions on the staff within his area.

Department heads may authorize one or more individuals to sign documents, but the number so authorized should be limited. Whether the authorized person will sign only his own name or sign the department head's name followed by his own name is the decision of the department head. When revisions of signature authorization are necessary, a completely new form should be submitted with the signature of *all* individuals currently authorized.

AUTHORIZED SIGNATURE AS IT WILL APPEAR ON THE DOCUMENTS

I. Actual signature and typed name of person(s) authorized to sign all documents

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

II. Actual signature and typed name of any additional person(s) authorized to sign all internal business office documents other than payroll changes and certifications, travel documents, purchase requisitions (Form 12) and invoice vouchers.

- _____
- _____
- _____
- _____

PURDUE UNIVERSITY APPROVED
ASSISTANT COMPTROLLER
DATE

Head of School, Division, Department, or Office

Approved:

Dean or Director