

# Departmental Signature Authority

THIS FORM WILL PROVIDE APPROVAL FOR BELOW EMPLOYEE TO SIGN ON BEHALF OF THE APPROVER OF THIS FORM.  
SIGNATURE AUTHORITY MAY BE CHANGED OR REVOKED AT ANY TIME.  
TO REMOVE OR CHANGE APPROVAL, PLEASE CONTACT YOUR BUSINESS OFFICE.  
THIS FORM IS ONLY FOR INTERNAL OPERATIONS THROUGH THE DISCOVERY PARK MANN BUSINESS OFFICE AND APPROVALS  
MAY NOT TRANSFER TO OTHER DEPARTMENTS ON CAMPUS.

## SECTION 1

### APPROVED OR DENIED EMPLOYEE INFORMATION

First Name		Last Name		Email	@purdue.edu
Job Title			Department		

## SECTION 2

SELECT BELOW FOR AN "OVERALL" LIMIT OR TO RESTRICT OR VARY, SELECT "NA" AND COMPLETE SECTION 3

Overall Approval Amount	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	NA
	OTHER: _____					

## SECTION 3

SELECT ALL THAT APPLY

YES	NO	TYPE	AMOUNT APPROVED						
		Credit Card Transactions	Other:	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	
		Invoices	Other:	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	
		Reimbursements	Other:	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	
		Other:	Other:	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	
		Other:	Other:	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	
		Other:	Other:	\$250.00	\$500.00	\$1,000.00	\$2,500.00	\$5,000.00	

## SECTION 4

### APPROVER INFORMATION

First Name		Last Name		Email	@purdue.edu
Job Title			Department		

## SECTION 5

### SIGNATURES AND COMMENTS

#### COMMENTS

Date		Employee Signature	
Date		Authorizer Signature	
Date		Business Office Signature	