

**Notes on filling out the form:**

1. Print or type the name, position, and banner ID of the employee receiving the Signing Authorization
2. Enter a begin date for the authorization, and an end date (if the authorization is temporary). If the end date is left blank, the authorization will be valid as long as the employee is in their current position
3. Select whether the employee is authorized to sign for Goods and Services and/or Human Resource Forms.
  - 3a. Goods and Services include: Purchase Requisitions, Cheque Requisitions, Invoices (Direct Pays), Honorarium A/P (as determined by policy), and Independent Service Contracts (A/P). For Goods & Services, please indicate a maximum dollar value that an employee is allowed to sign for from the drop down list, allowable amounts are: \$1,000 , \$5,000 , \$10,000 , or \$25,000
  - 3b. HR Documents include: ETF's, Honorarium-Payroll (as determined by policy), Employee Service Contracts, Contract to Purchase Agreements and Independent Service Contracts (Payroll). There are no dollar limits associated with HR documents.
4. Please indicate the Fund codes and Org codes that an employee is authorized to sign for. Org/Fund codes can be entered as single org codes or higher level Org/Fund codes can be entered. Org and Fund codes can also be shown by listing a separate sheet along with the Signing Authorization Form.
5. Authorization: the authorizing employee must be the financial manager of the Org/Fund code or the employees Supervisor or Manager whom has authorization to sign for the Org/Fund codes that access is being given for
6. Signature Specimen: Please provide a sample of the designee's signature on the second page of the form. This signature will be uploaded into the signing authority database and will be used to verify any document that the designee signs for in the future



# Signing Authorization Form

To grant signing authorization for:

\_\_\_\_\_ Name

\_\_\_\_\_ Position & Department

\_\_\_\_\_ Banner ID

I hereby grant the above named person with the authority to sign for the following:

Authority Begin Date \_\_\_\_\_

Authority End Date \_\_\_\_\_

Document Type	Authorization Limit
<input type="checkbox"/> Goods and Service Documents*	<input type="text"/> (\$1,000 / \$5,000 / \$10,000 or \$25,000)
<input type="checkbox"/> Personnel Forms**	N/A

### Org Codes Authorized

\_\_\_\_\_

\_\_\_\_\_

Authorized By:

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Position & Department

\_\_\_\_\_ Date

\*Goods & Services Documents includes: Purchase Requisitions, Cheque Requisitions, Invoices, Honorarium (A/P), Casual Service Contracts

\*\*Personnel Forms Includes: Employee Transaction Forms, Honorarium - Payroll, Employee Service Contracts, and Casual Service Contracts



## Signing Authorization Form

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### Sample Signature of Designee

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Name

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Banner ID