

**UNIVERSITY OF WEST FLORIDA**  
**Signature Authorization**

Revised 08/01/2007

TO: Financial Services

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Authorized Signature

The following individual is authorized to sign documents and/or access online systems for each respective department number indicated below:

\_\_\_\_\_  
 Typed Name Original Signature

Department Number	Documents **

\_\_\_\_\_  
 Approved by: (signature)  
 Dept. Head, Director, Project Leader or Next Level Supervisor

\_\_\_\_\_  
 Title

\*\* Department Codes

**Financial Services:**

- A. Travel Authorization and Travel Reimbursement
- B. Consulting/Professional Services
- C. Invoice Approval
- D. Approval of Goods and Services (when receiving report does not fill requirement)
- E. Property Inventory
- F. Property Transfer
- G. Property Survey Forms
- H. Payroll Transmittal List
- I. Petty Cash/Change Fund

**Human Resources:**

- J. Report of Personnel Action (Action Sheets)
- K. Employee Time Sheets (in absence of immediate supervisor)
- L. Requisition to Fill Vacant Positions
- M. Report of Recruitment Activity
- N. Prerequisite Request
- O. Request for Dual Employment & Compensation

**Financial Aid:**

- P. Report of Personnel Action (Action Sheets)
- Q. Employee Time Sheets (in absence of immediate supervisor)

NOTE: The same person cannot certify time and/or pick up the payroll for the same pay period. These functions must be performed by separate authorized persons.

**COPIES & DISTRIBUTION (to be completed by the requestor):**

Original: Financial Services	Copy: Accounts Payable	Copy: (Other)	Copy: (Other)
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