

East Tennessee State University
Financial Services Request for Authorization of Signature

Date _____

Department _____

I request the signature of _____

Be honored for the type of transactions and accounts listed below for the period of dates indicated, not to exceed one year from begin date. This does not apply to paperwork that goes through Registrar. TRS approvals cannot be delegated. Requisitioner must be different from approver on same index in eBucs and must be processed on a Finance Goldlink Security Form.

Begin Date: _____ End _____

 Specimen Signature

<u>Type of Transaction</u>	<u>Index Numbers</u>	<u>Limits</u>
(Accounts Payable, Budget, Contracts, Foundation, Grant Account, Personnel and Payroll, and travel)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read the ETSU Business and Finance Policy, Delegation of Authority/Signature Authorization. This delegation complies with the policy & procedures.

 Chair or Department Head (please print or type)

 Signature of Chair or Department Head

Approved: _____

Routing: Initial/Date

 Dean or Director

Budget _____

 Vice-President

Financial Accounting _____

 Associate Vice-President for Financial Services

Financial Systems _____

Foundation Accounting _____

Grant Accounting _____

Human Resources _____

Payroll _____

Procurement _____