



California State Polytechnic University, Pomona

SIGNATURE AUTHORIZATION FORM

The employee(s) listed below are authorized to sign a **Requisition to Purchase**. Submit one authorization for each chartfield string. Retain a copy for your records and return the original to Procurement and Support Services.

Appropriate signatory approval will be verified on all requisitions. Requisitions will be returned to the department for unauthorized signatures or account(s) not on file in Procurement. Additionally appropriate signatory approval will be verified for on-line Office Max ordering and Approving Officials participating in the Procurement Credit Card Program. NOTE: It is the responsibility of each department to submit a new form to Procurement for any deletions, updates, or newly added chartfield strings that have been approved by the Budget Office

Name/Contact:			Ext:	
Division:		Department:		
Account#	*Fund (5 digits)	Dept. ID (5 digits)	Program (4 digits)	Class (5 digits)
ALL				

AUTHORIZED SIGNATURES

(Type or print name and title under each signature)

Effective Date: _____

(Signature)

(Signature)

(Print Name) Title

(Print Name) Title

Authorization Limit: _____

Authorization Limit: _____

(Signature)

(Signature)

(Print Name) Title

(Print Name) Title

Authorization Limit: _____

Authorization Limit: _____

AUTHORIZED BY DEPARTMENT HEAD:

(Print Name)

(Signature)

Title

Date

*Note: This form need only be replaced if there are signature changes. This form should also be submitted when a new chartfield string is created.