



# Delegation of Signature Authorization

In accordance with FAD.078 Campus Contracting & Purchasing Signature Authority, departments may delegate signature authority at the management level. Delegation is authorized until employee resigns position or delegation is removed. This form needs to be approved by the Budget Authority and Vice President over the department, and on file with the Service Center, prior to any designee(s) approving expenditures.

**This form does not apply to Departmental Procurement Cards – use the Department Purchasing Card Application & Agreement form (located on <https://inside.sou.edu/bus-serv/index.html#purchasing>).**

**Department(s) / Division(s):** \_\_\_\_\_

Check applicable section(s) of FAD.078 to which this delegation applies:

- Purchasing Supplies and Materials < \$5,000
- Personal Services Contracts < \$25,000
- Employee Reimbursements < \$25,000
- All Other Contracts (Agreements and Memoranda of Understanding) < \$25,000

Check here if designee(s) are approved for **all** Index Codes under Budget Authority Org codes

**OR**

Indicate the specific Org and/or Index Codes designee(s) are approved to sign:

| Org Code(s) | Index Code(s) |
|-------------|---------------|
| _____       | _____         |
| _____       | _____         |
| _____       | _____         |
| _____       | _____         |

## Designee Information

|                 |           |       |                          |                          |
|-----------------|-----------|-------|--------------------------|--------------------------|
| _____           | _____     | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Print Full Name | Signature | Date  | Add                      | Remove                   |
| _____           | _____     | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Print Full Name | Signature | Date  | Add                      | Remove                   |
| _____           | _____     | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Print Full Name | Signature | Date  | Add                      | Remove                   |

By signing this form, I approve the listed designee(s) to sign for budgetary approval on expenditures for the indicated Organization and/or Index Codes for which I have Budget Authority. I acknowledge and approve the Service Center staff to paying expenditures out of the indicated accounts with written approval from myself or one of the indicated designee(s).

|                               |           |       |
|-------------------------------|-----------|-------|
| _____                         | _____     | _____ |
| Budget Authority (Print Name) | Signature | Date  |
| _____                         | _____     | _____ |
| Vice President (Print Name)   | Signature | Date  |

| Service Center Use Only |           |
|-------------------------|-----------|
| Date Scanned: _____     | By: _____ |