



****SPECIMEN SIGNATURE NOT REQUIRED IF ALREADY ON FILE WITH FINANCIAL SERVICES**

Specimen Signature

To be completed by Administration staff within a department who has been designated signing authority on departmental FOAPALS, including operating, ancillary, plant, research, special purpose and trust funds

I acknowledge that I have responsibility for signing authority for designated FOAPALS on the following University financial documents. The documents include purchase orders, travel authorizations, travel claims, journal vouchers, petty cash vouchers, direct pays, purchase requisitions, work orders and budget transfers. By signing these documents, I acknowledge responsibility to ensure that all expenditures are valid, in compliance with the policies of the University and the applicable granting agencies, and that sufficient funds are available to cover the expenditure.

Signature

Name – Please Print

Initials

Date