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Purdue University
Bus. Off. Form 0009-A
(Revised November 1986)

Date _____

To: Accounting Services

From: _____ _____
School, Division, Department, Office or Program — Account Number

In compliance with Business Office Memorandum No. 86 revised March 1, 1975 please approve the staff members listed below as duly authorized to sign documents for the above School, Division, Department or Office. In adherence to Federal Regulations for separately budgeted sponsored programs, this form certifies that all persons authorized have first hand knowledge that the information contained on the forms is both correct and verifiable. Delegation of authority to sign will be considered by the Business Office to apply only to those documents as specified below. The department head will be responsible for establishing any additional internal restrictions on the staff within his or her area.
Department heads may authorize one or more individuals to sign documents, but the number so authorized should be limited. Whether the authorized person will sign only his or her own name or sign the department head's name followed by his or her own name is the decision of the department head. **When revisions of signature authorization are necessary, a completely new form should be submitted with the signature of all individuals currently authorized.**

AUTHORIZED SIGNATURE AS IT WILL APPEAR ON THE DOCUMENTS

I. Actual signature and typed name of person(s) authorized to sign all documents

TYPED NAME	SIGNATURE AS IT WILL APPEAR ON DOCUMENTS

II. Actual signature and typed name of any additional person(s) authorized to sign all internal business office documents other than payroll changes and certifications, purchase requisitions (Form 12) and invoice vouchers.

TYPED NAME	SIGNATURE AS IT WILL APPEAR ON DOCUMENTS

PURDUE UNIVERSITY
Regional Campus
APPROVED

CHIEF BUSINESS OFFICER

DATE

_____
SIGNATURE of Head of School, Division, Department or Office

_____
TYPED NAME of Head of School, Division, Department or Office

_____
SIGNATURE of Dean, Director or Administrative Officer

Distributions to be made by Regional Campus (original White, all others Canary)
Accounting Services -- University | Chief Business Officer -- Regional Campus | Budget Office -- University | Originator

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