

**SIGNATURE AUTHORIZATION  
POLICY**

**POLICY NUMBER: 209**

**DATE ADOPTED: November 16, 1999**

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**Purpose**

In order to maintain proper financial and accounting-related actions, every individual authorized to sign on behalf of a department head must have written authorization on file with the Office of the Auditor/Controller.

**I. PROCEDURE**

A. A signature authorization form signed by the Department Head designating those employees authorized to sign on behalf of the department head must be filed with the Auditor-Controller. (*See Exhibit A*)

B. If there are changes in signature authorizations due to changes in personnel, the Auditor-Controller must be notified by a letter signed by the department head or his/her designated deputy. In lieu of a signed letter, a new signature authorization form must be submitted.

**HISTORY**

First Adopted: 11/16/99

Amended:

