

## SIGNATURE AUTHORIZATION FORM

**From:**

\_\_\_\_\_ Project Director Name

\_\_\_\_\_ Project Director Signature

\_\_\_\_\_ Date

**Department:**

\_\_\_\_\_

**I hereby authorize the individual shown below to sign on behalf of the Project Director:**

- HR/Payroll Appointment/Fellowship Forms
- HR/Payroll Timesheets (Exempt, Staff Support, Hourly, & Certification)
- Independent Contractor Classification & Agreement
- Science Store charge invoice
- University Copy Center charge invoice
- Educational Communication charge invoice
- Purchase Requisitions for supplies & services
- Payment Voucher for supplies & services
- Receive copy of purchase order
- Electronic Purchase Order (EPO)
- Travel payment expense
- iExpense Delegate
- iExpense Approver
- Subrecipient/Subcontractor notice
- All Documents Listed Above

**All Project/Awards associated with Project Director**

**Limited to Projects/Awards listed below:**

PROJECT	AWARD

This authorization is for the period of \_\_\_\_\_ to \_\_\_\_\_ (Expiration optional)

**THE FOLLOWING INDIVIDUAL IS AUTHORIZED PER ABOVE CHECKLIST:**

**Print Name:** \_\_\_\_\_

**Delegate Signature:** \_\_\_\_\_

**Comments/Restrictions:**