

4000-1-6 Delegation of Signing Authority for Expenditure

Attachment 1 – Approval for Exception to Policy 4000-1-6

Approval is granted to authorize expenditures beyond the limit extended under policy 4000-1-6 Delegation of Signing Authority for Expenditures as outlined below:

Authority is granted to: _____

In their role as: _____

For the period of: _____ to _____

To authorize expenditures for: _____

Charged to account number(s): _____

To a limit of: _____

Sample initials: _____

Sample signature: _____

Sign-Off

Signed by (please print name): _____

Title: _____

Signature: _____

Date: _____

This exception to policy 4000-1-6 Delegation of Signing Authority for Expenditures is to be reviewed annually.