

**Authorization Procedure:** University financial documents, such as check requests, campus orders, requisitions, limited purchase orders, and limited purchase checks, require an authorized signature for the transaction to be processed. This form is used to verify authorized signatures on financial documents. Transactions will not be processed until this form is properly completed and the original submitted. The complete authorization and approval procedure is found in Policy section 3-003.

**Instructions:** 1) Enter information online only. 2) Enter the Activity or Project with its short description. 3) Enter the Org ID with its description. 4) Enter the Employee ID and name of the Principal Investigator/Account Executive and any Authorized Alternate. 5) After entering all required information, print the form by pressing the "Print" button. Print in landscape mode at 100% original size. 6) After printing, each individual must sign **within** their corresponding signature box. 7) **The original form must be delivered to the Purchasing Department**, who will then forward the form to Accounts Payable and Payroll. Faxed copies will not be accepted. **Note:** For more than five Alternates, complete additional forms, including Principal Investigator information on all forms.

**Conflict Of Interest:** By filling-in the "YES" COI area and signing (COI ID number required), the employee acknowledges to have a conflict of interest, regardless of previous disclosure, as defined in Policy section 1-006. Fill-in the "NO" area for no COI.