

UNIVERSITY OF CALIFORNIA



**SIGNATURE
AUTHORIZATION
OR CANCELLATION
U242 (R.4/03)**

INSTRUCTIONS: A signature authorization is a delegation of authority and remains in effect until cancelled. An employee who is delegated signature authority should not be assigned responsibility for verifying changes appearing in the General Ledger. When a person's authorized status ends, the authorizing officer is responsible for cancelling that status by using this form.

Campus/Department Name		1. Action	Authorization	Cancellation	2. Eff Date
			<input type="checkbox"/>	<input type="checkbox"/>	
3 Name (Last, first, middle)		4. Payroll Title			
5 New	Replacement for ----->	Name (Last, first, middle)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6 If all accounts, funds or subs are to be included, write "all" in appropriate column.

Department or Account Name	NCA		FUND		DPA

7. Department Delegations

<input type="checkbox"/>	Requisitions (General, Printing, Etc)
<input type="checkbox"/>	Payroll
<input type="checkbox"/>	Travel bills
<input type="checkbox"/>	Invoices and Service Bills
<input type="checkbox"/>	Staff Personnel Transactions
<input type="checkbox"/>	Other -- Specify:

8. Delegations needing approval of next higher officers.

<input type="checkbox"/>	Academic Personnel Transactions	9. Signature Specimen - Sign all Copies Use this signature on all University documents.
<input type="checkbox"/>	Budget Forms or	
<input type="checkbox"/>	All Dept Business	
10. Department Head Signature		Print Or Type Name Date
11. Higher Officer Signature (Dean, Vice Chancellor)		Print Or Type Name Date

Distribution: Accounting, Purchasing, Department