

SIGNATURE AUTHORIZATION FORM

Name of the Division: Admin and Finance	Division Head: Charles King	
Name of the College or the AVP Area: Finance	Name of the Dean or AVP: Mark Angel	
Name of the Department: Money Matters	Name of the Director or Department Head: Dolley Dollars	
Fiscal Contact Name for DeptID: Money Man	Fiscal Contact Phone: 8/2019	Fiscal Contact MSC: 2019
DeptID: 199999	P. I. of DeptID: (FOR GRANTS ONLY)	
DeptID Name: Hard Cash	Travel Approver: Penny Nickel	
	Travel Reviewer: (FOR ACADEMIC AFFAIRS USE ONLY)	

Note: When adding or changing an authorization area for a signer, be sure to check ALL areas of authorization that will apply for that signer for this DeptID once this form is processed. The new line of information will supersede all previously submitted information for that signer for this DeptID.

*Authorization Areas
(choose all areas that are authorized for each signer)*

SAMPLE

<i>ACTION</i> (Choose One)	Names of Authorized Signers (Typed)	PeopleSoft Employee ID	DeptID	Time Sheets	Expenditures	PAR/ Personnel	Budget
Add Signer	George Washington	1234	199999	No Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Signer	Abraham Lincoln	100099999	199999	No Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Signer	Alexander Hamilton	0999	199999	No Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change Signer	Andrew Jackson	56789	199999	No Authority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Signer	Ulysseys Grant	4321	199999	No Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The persons listed above are authorized to sign financial transaction documents for the referenced DeptID operating budget. The appropriate authorization blocks have been indicated: Time Sheets, Expenditures, PAR/Personnel, and/or Budget.

Approving Authority Name (typed): Dolley Dollars Approving Authority Title: Department Head Effective Date: 7/16/2019	Signature: 
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Person Completing Form: Money Man	Phone: 8/2019	Email: moneyma@jmu.edu
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