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Charges to specific departments or accounts can only be made on the authority of those individuals who are authorized to approve such charges. A list of the authorized names together with copies of their signatures is maintained by Financial Services.

Financial Services requires authorized signatures on the following documents:

- Purchase requisitions
- Supplier invoices (in the absence of a purchase requisition)
- Payment vouchers
- Journal entries
- Interdepartmental transfer forms
- Request for set-up of new general ledger account(s)
- Travel advances
- Travel expense Claims
- Travel & professional development (TPDA) claims
- Chair's professional activity (CPAA) claims

Changes to authorized signatures must be submitted to Financial Services on the Authorized Signatures form (Appendix A). Departments are asked to be diligent in submitting the

