



SUBJECT: Delegation of Fund Approval & Signature Authority

TO: Controller's Office CPO #1422

FROM: _____
Fund Manager's Printed Name

Fund Manager's Signature

DEPARTMENT: _____

DATE: _____

This document serves as delegation of approval and signature authority for expenditures or transfers for the following fund numbers to the university employee designated below. Delegation is restricted to permanent employees.

*****Expenditures include, but are not limited to, any items recorded in Banner such as invoices or travel reimbursements processed in Finance that impact a fund's balance. Transfers include both corrections of errors or transfers between or within departments or funds that also impact a fund's balance in Banner. *****

Fund Number(s): _____

Printed name of University employee to whom delegation is made

Signature of University employee to whom delegation is made