



ADELPHI UNIVERSITY
GENERAL EXPENDITURES
AUTHORIZED SIGNATURE FORM

2019 - 2021

Department Number _____

Department Name _____

Effective Date _____

Choose one:

- This form supersedes all prior signature authorizations (for bi-annual renewals and to replace all previous authorizations)
 This form is supplemental to existing signature authorizations (to add new signers outside of renewal period)

<u>Level</u>	<u>Titles/Roles</u>	<u>Signing Limit</u>
1	Executive Leadership	\$ 250,000
2	Chief Officers not included in Level 1, Associate Provosts, Associate Vice Presidents, Deans	\$ 100,000
3	Department Heads and Directors, Other persons delegated Approval Authority by Level 1 or Level 2 persons	\$ 25,000
4	Persons delegated Approval Authority by Level 1, 2 or 3 persons	\$ 5,000

_____ Employee ID#	_____ Print Employee Name	_____ Signature	_____ Approval Level
_____ Employee ID#	_____ Print Employee Name	_____ Signature	_____ Approval Level
_____ Employee ID#	_____ Print Employee Name	_____ Signature	_____ Approval Level
_____ Employee ID#	_____ Print Employee Name	_____ Signature	_____ Approval Level
_____ Employee ID#	_____ Print Employee Name	_____ Signature	_____ Approval Level

Please complete one form for all authorized signers in the department.
 Attach a second form if the department requires more than five (5) authorized signers.

Form(s) must be approved by the individual ultimately responsible for the department's operating budget.
 This would typically be the department's Dean, Provost, or Vice President, or the University President.

Completed form(s) should be submitted by email to Accounts Payable at acctspayable@adelphi.edu.

PLEASE NOTE THAT INDIVIDUALS MAY NOT APPROVE THEIR OWN SIGNING AUTHORITY.

The individuals whose signatures appear above are authorized to approve expenditures against the listed department's budget.
 This authorization is valid until further notice is given in writing to the Finance office.

Print Name, Title _____

Signed _____ Date _____