

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



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