



University of North Carolina School of the Arts Signature Delegation Form Financial Services

In order to have documented approval of Signature Delegation, please complete the following form and return to Jeanette M. Valentine, Director of Purchasing, Contract, and Auxiliary Services.

We are requesting that everyone return the form, whether you are delegating your Signature Authority or not. These forms will be kept on file in the Finance & Administration Division for auditing purposes.

The following individual(s) are delegated the authority to approve the expenditure of University funds allocated to this University / Department / Unit for official expenditures related to the function of programs as designated by the University. Such approval will take the form of named individual's signature on all financial related forms, or similar document authorizing the expenditure or movement of funds.

This delegation will remain in effect until it is revoked upon the separation of the named individual's employment from UNC School of the Arts, or until a revised form is submitted to the Purchasing Office. If you do not wish to delegate your signature authority, simply check the appropriate box, sign and return.

Please note that this delegation supersedes all previous authorizations.

Date:

Department:

Dean / Department Head / Director:

☐ I **do not** wish to delegate my signature authority to anyone.

The following individual(s) have delegated signature authority to sign financial documents in my absence:

Name:

Title:

Name:

Title:

Name:

Title:

Name:

Title:

Upon completion, please print this form and sign it in pen. The **original** form must be sent to the Director of Purchasing for filing and auditing purposes. Electronic and/or scanned signatures will not be accepted.

Signature:

Date: