

Authorization for Approval of Payments Outside of Signature Authorization

Date: _____

Name & Title: _____

Department: _____

Select one:

Limited to Vendor: _____ Fiscal Year: _____

Limited to Blanket PO: _____ Supplier: _____

Authorization to utilize the more efficient process for approving invoices on Blanket POs or Contract POs which require various other department signature approvals. By approval of the College Requisition and authorized signature(s) below, authorization is given designee to approve supplier invoices as indicated above.

The work performed and related invoices shall continue to be scrutinize as normal business.

Designee Name & Signature: _____

Signature	Department	Chartfield String

RETURN TO ACCOUNTING OFFICE, 210 FLAGG ROAD, 1ST FLOOR