

University of Alaska Anchorage
AUTHORIZED SIGNATURE CARD

FY _____

Date _____

Organizational Unit
 Title (Department) _____

Org No. _____

Restricted Fund (if applicable)
 Project Title _____

Fund No. _____

Principal Investigator (PI) _____

Restricted Fund
 Ending Date _____

Authority to Commit Funds: Individuals signing below have direct authority and related responsibility to commit funds of the org and fund number. These individuals are understood to have followed internal procedures established by the Department, School/College, Center/Institute or Program entity. If necessary, each entity may develop internal transmittal approval forms. *(check as appropriate)*

Name	Sample Signature	Purchase	Accounts Payable	Personnel	Travel	JV	Budget	Approved By PI

Data Entry: Individuals signing below have the delegated authority and responsibility to enter transactions in Banner and are understood to have followed internal procedures and received approval of the department head or PI. These individuals must complete formal Banner Finance System training. Once a transaction is entered into Banner, it is considered authorized. *(check as appropriate)*

Name	Userid	Sample Signature	Purchase	Travel

 Signature of Chancellor, Vice Chancellor, Assoc. Vice Chancellor, Dean or Director
(NOT VALID WITHOUT SIGNATURE)

LEGEND:

- Purchase = Requisitions, LPOs, BPOs, Change Orders
- Accounts Payable = Authorize Payment on POs, LPOs, BPOs, DPs
- Personnel = Personnel Action Forms
- Travel = Travel Authorizations, Mileage and Expense Reports in compliance with University Regulations
- JV = Journal Vouchers
- Budget = Budget Revisions

Individual designated to act on behalf of Chancellor, Vice Chancellor, Assoc. Vice Chancellor, Dean or Director in his/her absence (no formal memo necessary):

Acting on behalf of: