

University of Alaska Anchorage - Authorized Signature Sheet - Payroll

Check Distribution Code: _____

Department Name: _____

<u>Name (Printed)</u>	<u>Signature</u>	<u>Position Code(s)</u>	<u>Authorization Code(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The regular staff member(s) listed above are authorized to perform the functions as specified by the respective codes.

When a change occurs in personnel who are authorized, a new sheet must be submitted with the name and signature of each individual authorized to sign.

Signature of Dean, Director
or Department Head

Date

Department Name

This signature sheet replaces all
previous sheets.

- Position Codes:
- A - Dean, Director or Department Head
 - B - Administrative Assistant
 - C - Cost Center
 - D - Supervisor
 - E - _____
 - F - _____

- Authorization Codes:
- 1. Approve time sheets/reports (subordinate's Supervisor)
 - 2. Pick up paychecks

Original: Payroll Office