University of Alaska Anchorage

AUTHORIZED SIGNATURE CARD

FY						Date					
Organizational Unit Title (Department)						Org No					
Restricted Fund (if applicable) Project Title Principal Investigator (PI)						Fund No Restricted Fund Ending Date					
Name		Sample Signature		Purchase	Accounts Payable	Personnel	Travel	JV	Budget	Approved By PI	
Data Entry: Indivi											
followed internal pro training. Once a tran					ese individ	uals must co	omplete f			ance System ppropriate)	
Name		Userid	Sa	ample Sigi	nature		Purchase			Travel	
			Signature of Ch			cellor, Asso WITHOUT			lor, Dean	or Director	
LEGEND:					Individual designated to act on behalf of Chancellor,						
Purchase Accounts Payable	= Requisitions, LPOs, BPOs, Change Orders= Authorize Payment on POs, LPOs, BPOs, DPs				Vice Chancellor, Assoc. Vice Chancellor, Dean or Director in his/her absence (no formal memo necessary):						
Personnel Travel	= Personnel Ad = Travel Authorin compliance										
JV Budget	= Journal Vou = Budget Revi	Acting on behalf of:									