Signature Authorization For Purchase Requisitions in Workflow

(Submit completed form to Purchasing Office, 333 Seventh Avenue, 15th Floor)

Employee Information:

Employee Name: _____   Department: _____

Phone Extension: _____   E-Mail Address: _____

Employee Title: _____

Signature Type: **a)** New _____   **b)** Remove _____   **c)** Backup Approver _____

d) Replacement _____ for _____

Department Number: _____

Cost Centers: _____

Note: Users will be given signing authority to their department, this includes all cost centers within each department unless specified.

Dollar Amount for approval:

Up to $500 _____   Up to $1,000 _____   Up to $5,000 _____   Up to $10,000 _____

Up to $25,000 _____   Up to $50,000 _____   Over $50,000 _____

Departmental Approval (Supervisor):

I hereby authorize the employee above to sign purchase requisitions for the cost centers and dollar amounts noted on this form.

Signature:

Supervisor Name: _____   Supervisor Signature: _____

E-mail Address: _____   Date: _____

Phone Extension: _____

Purchasing Authorization:

Sam Li, Director of Procurement Services

Signature: _____   Date: _____

To be completed by System Administrator

Access Granted:
System Administrator Signature: _____   Date: _____

Revised   June 2024