

**UNIVERSITY OF CALIFORNIA, RIVERSIDE**



SIGNATURE  
AUTHORIZATION  
OR CANCELLATION  
U242 (R.4.03)

INSTRUCTIONS: A signature authorization is a delegation of authority and remains in effect until cancelled. An employee who is delegated signature authority should not be assigned responsibility for verifying changes appearing in the General Ledger. When a person's authorized status ends, the authorizing officer is responsible for cancelling that status by using this form.

<b>Campus/Department Name</b>			<b>1. Action</b>	<b>Authorization</b>	<b>Cancellation</b>	<b>2. Eff Date</b>
<b>3 Name (Last, first, middle)</b>			<b>4. Payroll Title</b>			
<b>5 New</b>	<b>Replacement for -----&gt;</b>	<b>Name (Last, first, middle)</b>				

6. If all funds or functions are to be included, write "all" in appropriate column

ORG/DIV/DEPT NAME	ORG/DIV/DEPT CODE	FUND	FUNCTION

**7. Department Delegations**

Requisitions (General, Printing, Etc)

Payroll

Travel bills

Invoices and Service Bills

Staff Personnel Transactions

Other -- Specify:

**8. Delegations needing approval of next higher officers.**

<input type="checkbox"/> Academic Personnel Transactions <input type="checkbox"/> Budget Forms or <input type="checkbox"/> All Dept Business	<p><b>9. Signature Specimen - Sign all Copies</b> Use this signature on all University documents.</p> <p style="text-align: center;">X</p>
<b>10. Department Head Signature</b>	<b>Print Or Type Name</b> <span style="float: right;"><b>Date</b></span>
<b>11. Higher Officer Signature (Dean, Vice Chancellor)</b>	<b>Print Or Type Name</b> <span style="float: right;"><b>Date</b></span>