

**SIGNATURE AUTHORIZATION FORM**  
**DEPARTMENT OF HORTICULTURE PURCHASES**

*Valid for FY08~09 (July 01, 2008 ~ June 30, 2009)*

This is to authorize \_\_\_\_\_ to sign for purchases not to exceed \$ \_\_\_\_\_ detailed as follows:

Please specify Account Numbers:

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Please check one of the following:

- All orders**, including purchase orders to outside vendors
- Campus orders only, i.e. Bookstore, Central Stores, Chem Stores, etc.
- Purchasing Card Transactions – Purchases made off campus –
- Other, please specify. \_\_\_\_\_  
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Authorized User Signature

Acct Administrator Signature

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Date

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Date

Signature Authorization forms need to be updated at the beginning of each fiscal year. Therefore, please prepare a new signature authorization form for those members of your research group whom you would like to have authorization to spend on your accounts without your prior approval.

Attached is a copy of the previous form(s) for those in your group who have previously had a Signature Authorization form. Please use this as a Reference ONLY and prepare a new form for these people if appropriate. Also, feel free to fill out a form for those new to your group who don't have an existing form but whom you would like to have signature authorization. Please sign the form where indicated for Acct Administrator Signature and have the person whom the form is for sign as Authorized User.

Please return the forms to Cathy Yang.

Thank you.