



Business and Financial Transactions Signature Authorization Form

Department _____ Dept Number _____

Listed below are the signatures of those authorized to approve the Departmental Documents

Effective Date _____ To be reviewed every year and updated with personnel changes

PLEASE NOTE: ALL SIGNATURES MUST BE ORIGINAL

Chair/Director

Print Name _____

Signature _____

Acting Chair/Director

Print Name _____

Signature _____

Acting Chair/Director

Print Name _____

Signature _____

Acting Chair/Director

Print Name _____

Signature _____

Departmental

Print Name _____

Signature _____

Departmental

Print Name _____

Signature _____

Departmental

Print Name _____

Signature _____

Departmental

Print Name _____

Signature _____

Chair/Director; Acting Chair/Director; Departmental:

- Direct Payment Forms (DP)
- Emergency Transaction Form
- Equipment Donations
- Equipment Loan
- Equipment Transfers (Internal and External)
- Gift-in-kind Transmittal Form
- Inter-institutional Agreement Form (IIA)
- Internal Work Orders
- Payment to Individual Report (PIR)
- Receipts Sales Credit Transfer Form
- Requisitions
- Student Payment Request Forms
- UW Foundation Transmittal Form/Check Request
- Wire Transfers
- WISDM Authorization Forms

Chair or Acting Chair only:

- 90-Day Accountability
- PI Change Request Requests to Transfer an Award
- Residual Balance Request—When PI is unable to sign

Special:

- Custodial Fund Accounts: Must be named on MOU or listed in Custodial Fund system