



Saint Mary's College of California AUTHORIZED SIGNERS

The following persons are authorized to approve departmental expenses up to the assigned limit. This includes purchase order requisitions, check requests, invoices, expense reports, petty cash vouchers, P-card transactions and CAR forms.

*Office Depot Only authorizations must also be reflected, no sample signature required.

The appropriate VP, Dean or Department Head must verify these approvals by signing on the required line. All reimbursements must be approved by a person of higher authority, generally the person to whom one reports or their designee (unless expense is funded by another department). Persons of lateral levels of classification are not to approve such expenses for each other.

NOTE: Additional approvals are required in Academic Departments as specified by a Dean and/or the Provost.

Authorized signatures will only be honored when they agree exactly as they appear.

Department:

Department Account Number:

Date:

Authorized Person
(Please type or print name)

Dollar Limit
Or Office Depot Only

Authorized Signature & Initials

		Signature	Initials
		Signature	Initials
		Signature	Initials
Dept Director or Supervisor			
		Signature	Initials
Dept Chair or Vice Provost			
		Signature	Initials
(REQUIRED)			
VP or Provost			
		Signature	Initials

Please email completed forms to Gaby Perez at gp9@stmarys-ca.ed
(copy Joe Rosa at jtr2@stmarys-ca.edu)