**Signature Authorization** List instructions and examples for both department and college/vp level approvers are provided below. The forms are required for transactions submitted as exception hard-copy documents and for processes not currently delivered electronically in Manager Self Service (MSS). Forms are completed annually to meet audit requirements—and to avoid delays in document processing.

**Department Level Approvers**

- Enter the **Department(s) Name(s)** and **Number(s)** to specify the unit(s) the individual will have authority to approve on the department’s/unit’s behalf.
- Check the **Add** box for new approvers, or select the **Update** box to renew an individual’s signature authorization for the year.
- Complete the individual’s **Name, EmpID** and **UA Title** to request department level approval.
  - Obtain the individual’s **signature/date**.

**Dept Column**

- Select the boxes in the **Dept** column to indicate the documents the department level approver is authorized to sign.
- Complete the **Department Head/Director Name** and **E-mail Address**
  - Obtain the Department Head’s/Director’s **signature/date**

**College/VP Required Column**

- The **College/VP Required** column is completed by an authorized College/VP representative
  - Checked boxes indicate that hard-copy documents require College/VP approval.
- The College/VP representative completes the **Dean/VP Name** and **Email Address**, and obtains his/her **signature/date**

The signature authorization list for Department Level Approvers identifies documents that require College /VP approval. In some cases, the department authorized approver may have sole authority to sign off on specific documents. In that case, the **Dept** box for the appropriate category is checked and the **College/VP Required** box is left blank.

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**Signature Authorization List**

**Department and College Approver - Instructions and Examples**

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Last Updated: June 12, 2015
Signature Authorization List
Department and College Approver - Instructions and Examples

College/VP Level Approvers

- Enter the **Department(s) Name(s)** and **Number(s)** to specify the departments/unit(s) the individual will have authority to approve on the college’s/vp’s behalf.
- Check the **Add** box for new approvers, or select the **Update** box to renew an individual’s signature authorization for the year.
- Check the **College/VP Authorized Approver** box
- Complete the individual’s **Name**, **EmplID** and **UA Title** to request college/vp level approval.
  - Obtain the individual’s **signature/date**.

**Dept Column**

- Select the boxes in the **Dept** column to indicate the documents the College/VP level approver is authorized to sign.

**College/VP Required Column**

- Leave the **College/VP Required** column blank
- The College/VP representative completes the **Dean/VP Name** and **Email Address**, and obtains his/her **signature/date**

The signature authorization list for College/VP Level Approvers identifies hard-copy documents for departments/units the individual has sole authority to approve. Therefore, the **Dept** box for the appropriate category is checked and the **College/VP Required** box is left blank.