

# BRISTOL COMMUNITY COLLEGE

## AUTHORIZED SIGNATURE FORM

The following personnel are authorized to sign accounting documents for the cost center (Org) indicated. With exception to budgets maintained by Administration and Finance, i.e., labor and capital adaptation and renewal budgets, signing authority is granted to all budget lines unless otherwise noted. Please note that although these delegates will have specific authority, the cost center (Org) manager retains final responsibility for all transactions on the account. The cost center manager should identify only those individuals having job descriptions that warrant this level of responsibility. For cost center managers who choose not to delegate signature authority, this form must still be completed. In the special instruction line, indicate, "No delegated signature authority."

**Cost Center (Org) Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Fund/Grant:** \_\_\_\_\_

**Specific budget line (FOAPAL):** \_\_\_\_\_

### ACTION

**N.** New Addition

**R.** Removal

**M.** Modification

### ACCOUNTING DOCUMENTS

  A   P-T Staff Personnel Action Forms  
and Payroll Funding Adjustments

  C   Part-time Staff Time Sheets

  E   Student Time Sheets

  B   Requests for Expenditure

  D   Travel Reimbursement Vouchers

  F   All (items A – E)

ACTION	NAME/TITLE (print/type)	SIGNATURE SAMPLE	INITIALS	DOCUMENTS

Special Instructions: \_\_\_\_\_

Cost Center (Org) Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Comptroller: \_\_\_\_\_ Date: \_\_\_\_\_