

ACCOUNTS PAYABLE / TRAVEL AUTHORIZED SIGNATURE FORM

Fiscal Year	Date
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Department Name	Extension	Mail Stop

Division Head Approval

The employees' signatures as shown below are authorized to sign for the receipt of materials and services.

Authorized Signers	Direct Pay	Invoice	Petty Cash	Travel
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Each individual check applicable boxes

Print Name				
Signature				

Print Name				
Signature				

Print Name				
Signature				

Print Name				
Signature				

Print Name				
Signature				

Print Name				
Signature				

Print Name				
Signature				

Print Name				
Signature				

RETURN COMPLETED FORM TO ACCOUNTS PAYABLE @ MS JA58