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), Number(s), and College Division(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, EmplID 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.
COLLEGE/VP LEVEL APPROVERS

- Enter the Department(s) Name(s), Number(s), and College Division(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
- Leave the Dept Required column blank

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.