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.
Signature Authorization List: Department and College Approver – Instructions and Examples (Continued)

**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.