

Vancouver Island University -- Signing Authority



Date:	
Name:	
Username:	
Title/Position:	
Department:	

Authority to sign for (check all that apply):

- ☐ General Signing Authority
☐ All Work Order(s) in Division
☐ All Work Order(s) in Sub-Division

Division/Sub-Division Limit Effective Date

To Remove Authority Only

Please remove authority

Initials: _____

Date requested: _____

Fill in the fields below (if necessary) before printing the form

Work Order (s)	Limit	Effective Date	Remove Date
	\$		
	\$		
	\$		
	\$		
	\$		

This is a complete list of work orders

This is in addition to the list of work orders already on file in Finance

Date:	
Sample Signature:	
Authorized By:	
Authorizing Signature:	

Print, obtain sample signature and authorization, and deliver to Financial Services via email to

*generalaccounting@viu.ca Scan a 2nd copy for your records. **NOTE: Manual sample signatures are required***

PLEASE NOTE: Signing Authority does not influence who can view FIS reports.

General Instructions

Division – Where all WO's roll up to. This is primarily for the budget holder to have all WO's under.

Subdivision – The division broken out into functional areas.

General Signing Authority - Check if an individual work orders are submitted.

All Work Orders in Division - Check if an individual fits under all areas of the “sub-division” level.

All Work Orders in Sub-Division - Check if an individual fits under a single or a couple functional areas under a division.

Removing Authority - Initialed by individual completing form.