

Office of the Controller	Signature Authorization Card	
Department Name _____		
Section I. Declaration of Department Head		
I, _____, am the department head for the above named city department. As such, I am authorized to sign all documents used to conduct city business.		
_____	_____	
<i>Department Head Signature</i>	<i>Date</i>	
Section II. Authorize a Designee		
I hereby authorize _____, _____, _____		
<i>(Print or Type Name)</i>	<i>(Title)</i>	<i>(Job Class)</i>
Whose signature appears below, to sign and/or approve for my department/division: _____		
<input type="checkbox"/> Employees Travel & Training Reimbursement Requests	<input type="checkbox"/> Invoices	
<input type="checkbox"/> Purchase Orders	<input type="checkbox"/> Certify Copy Invoices As Originals	
<input type="checkbox"/> Journal Entries	<input type="checkbox"/> Retrieve Checks	
<input type="checkbox"/> Revolving Fund Reimbursements	<input type="checkbox"/> Other Documents: (please explain in the space below)	

_____	_____	
<i>Signature Of Designee</i>	<i>Date</i>	
Section III. Cancel a Signature Authority		
_____	_____	_____
<i>Effective Date of Cancellation</i>	<i>Department Head Signature</i>	<i>Date</i>
Controller Use Only: _____		
_____		_____
<i>Approved By</i>		<i>Date</i>

Please use this form for authorizing a designee to sign documents or retrieve checks from the Controller's Office on their behalf. This signature authority will be used to verify proper authorization during our Post Audit process.

Section I – Declaration of Department Head

- This section is to be signed by the department head. Only the department head has the authority to delegate signature authority for departmental activities.
- This section is also used by the Controller to have the department head's signature on file.

Section II – Authorize a Designee

- The name, title, and job code of the person authorized to sign documents on behalf of the department head.
- Leaving the department/division field blank will authorize for all department's documents. Only complete the department/division if you wish to limit the authority for the person.
- Checking the box in each category gives the designee the authorization to sign those particular documents or to retrieve checks from the Controller's Disbursement Unit.
- Only check which categories of documents the person is authorized to sign.
- Please include initials if the authorized designee uses their initials to sign documents.

Section III – Cancel a Signature Authority

- Date of the cancellation or revocation of signature authority. This must be signed by the department head and cannot be delegated.