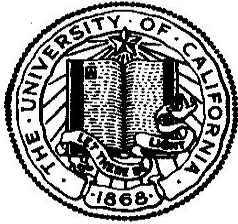


UNIVERSITY OF CALIFORNIA



SIGNATURE
AUTHORIZATION
OR CANCELLATION
U242 (R.3/14)

INSTRUCTIONS: A signature authorization is a delegation of authority and remains in effect until cancelled. An employee who is delegated signature authority should not be assigned responsibility for verifying changes appearing in the General Ledger. When a person's authorized status ends, the authorizing officer is responsible for cancelling that status by using this form.

Campus/Department Name				1. Authorization	Cancellation	2. Eff Date
3 Name (Last, first, middle)				4. Payroll Title		
5 New Replacement for -----> Name (Last, first, middle)						

6 If all accounts, funds or subs are to be included, write "all" in appropriate column.

Department or Account Name	BUS. UNIT (5)	ACCOUNT (5)	FUND (4)	DEPT ID (6)	PROJECT (7)	ACT. PERIOD (2)	FUNC. (2)	FLEXFIELD (6)

7. Department Delegations

- Invoices and Service Bills
- Meeting and Entertainment
- Payroll
- Requisitions (General, Printing, Etc.)
- Staff Personnel Transactions
- Travel bills
- Other -- Specify:

8. Delegations needing approval of next higher officers.

- Academic Personnel Transactions
- Budget Forms
or
- All Dept. Business

9. Signature Specimen - Sign all Copies
Use this signature on all University documents.

X

10. Department Head Signature

Print Or Type Name

Date

11. Higher Officer Signature (Dean, Vice Chancellor)

Print Or Type Name

Date