



Memorandum

Date:

To: Finance Department (Attn: Payables)
Purchasing (Attn: Devona Davies)
Registrar's Office

From:

Re: SIGNING AUTHORITY

Please note the following people have signing authority on

accounts:

NAME	POSITION	INDEX/ORG (cost centre)	SIGNATURE

Please note: Items such as **expense reports (except P.D. claims), mileage and meal allowance claims, honoraria, purchase requisition orders, field trips, change of grade, incomplete grade, class schedule changes** are some of the forms that are authorized by the Department Chairs, and/or Administrative Officer.

Approved by: _____