

University Of Wisconsin – Milwaukee Business & Financial Services

AUTHORIZED SIGNATURE FORM - BUDGET YEAR: _____

Department Name _____ Department ID _____

Approved by Dean or Division Head _____
Signature Type or print Dean or Division Head Name

The undersigned understands that he or she has responsibility for compliance with the Administrative Services Manual section (ASM #) listed for each authorization. That manual, as well as staff contacts and training resources are available at the following Internet address: <http://www.bfs.uwm.edu>

PLEASE USE BLACK INK

Signature		Signature	
Type or Print Name	Person ID	Type or Print Name	Person ID
Academic Support Services Agreements (ASM 2.4.4)		Academic Support Services Agreements (ASM 2.4.4)	
Budget Transfers (ASM 2.3.1)		Budget Transfers (ASM 2.3.1)	
Capital Equipment Screening Cert (ASM 2.8.13)		Capital Equipment Screening Cert (ASM 2.8.13)	
Change Fund Requests (ASM 4.4.2)		Change Fund Requests (ASM 4.4.2)	
Encumbrance Change Listing (ASM 2.2.3)		Encumbrance Change Listing (ASM 2.2.3)	
Fee Remissions (ASM 2.5.1)		Fee Remissions (ASM 2.5.1)	
Internal Charges (ASM 2.2.18, 2.2.19)		Internal Charges (ASM 2.2.18, 2.2.19)	
Inter-Institutional Agreements (ASM 2.2.4)		Inter-Institutional Agreements (ASM 2.2.4)	
Inventory Control (ASM 2.8.3)		Inventory Control (ASM 2.8.3)	
LTE Action Form (ASM contact Human Resources)		LTE Action Form (ASM contact Human Resources)	
Miscellaneous Refund Authorization (ASM 4.4.2)		Miscellaneous Refund Authorization (ASM 4.4.2)	
New Unclassified Salary Advance (ASM 7.5.1)		New Unclassified Salary Advance (ASM 7.5.1)	
Non-Salary Payment Transfers (ASM 2.3.2)		Non-Salary Payment Transfers (ASM 2.3.2)	
Payment to Individual Reports (ASM 5.4.2)		Payment to Individual Reports (ASM 5.4.2)	
Personnel Action Forms (ASM contact HR)		Personnel Action Forms (ASM contact HR)	
Petty Cash Requests (ASM 4.4.4)		Petty Cash Requests (ASM 4.4.4)	
Requisitions - External (ASM 3.2.3, 3.2.5)		Requisitions - External (ASM 3.2.3, 3.2.5)	
Requisitions -Low Dollar Order Delegation \$5,000 and below (ASM 3.2.11)		Requisitions -Low Dollar Order Delegation \$5,000 and below (ASM 3.2.11)	
Salary Cash Transfers (ASM 2.2.3)		Salary Cash Transfers (ASM 2.2.3)	
Student Payroll Request (ASM 7.7.1)		Student Payroll Request (ASM 7.7.1)	
Surplus Property (ASM 3.4.1)		Surplus Property (ASM 3.4.1)	
Time Reporting Forms (ASM 7.6.2, 7.7.3)		Time Reporting Forms (ASM 7.6.2, 7.7.3)	
Travel Advance Requests (ASM 5.6.3)		Travel Advance Requests (ASM 5.6.3)	
Travel Expense Reports (ASM 5.2.3)		Travel Expense Reports (ASM 5.2.3)	

Send completed form to Pre-Audit, Engelmann 230A.

7/25/06