

# SAN FRANCISCO CAMPUS ACCOUNTING OFFICE

## UPDATE OR CANCEL SIGNATURE AUTHORIZATIONS

The Accounting Office would like to provide a reminder to all campus departments to update or cancel signature authorizations. Please use the Signature Authorization or Cancellation Form U-242. You can access this form on the accounts payable website at: [http://acctg.ucsf.edu/accounts\\_payable/forms/index.htm](http://acctg.ucsf.edu/accounts_payable/forms/index.htm)



**SIGNATURE  
AUTHORIZATION  
OR CANCELLATION**  
U242 (R7/91)

**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 charges 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. Department Heads may authorize "Department Delegations". Also, they should complete this form to place their own signature on file; a confirming signature is not necessary for this. "Delegations Needing Approval of Next Higher Officer" (e.g. Dean, Provost, Chancellor) are given only to acting or vice chairman or similar officer.

Campus/Department Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">1. Action</td> <td style="width: 30%; border-bottom: 1px solid black;">Authorization</td> <td style="width: 30%; border-bottom: 1px solid black;">Cancellation</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	1. Action	Authorization	Cancellation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Action	Authorization	Cancellation							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2. Effective Date	3. Name (Last, first, middle)								
4. Payroll Title	5. <input type="checkbox"/> New <input type="checkbox"/> Replacement for → Name (Last, first, middle initial)								
6. <b>If all accounts, funds or subs are to be included, write "all" in appropriate column.</b>	Payroll Title								

	Dept.	Recharge No.	Loc.	Account	Fund	Sub

<b>7.</b> Department Delegations	<input type="checkbox"/> Requisitions (General, Printing, Etc.) <input type="checkbox"/> Payroll <input type="checkbox"/> Travel bills <input type="checkbox"/> Invoices and Service Bills <input type="checkbox"/> Staff Personnel transactions <input type="checkbox"/> Other - - Specify:	<b>8.</b> Delegations needing approval of next higher officer.	<input type="checkbox"/> Academic Personnel Transactions <input type="checkbox"/> Budget Forms or <input type="checkbox"/> All Dept. Business
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9. Signature Specimen - Sign all Copies  
Use this signature on all University documents.

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10. Department Head Signature	Print or Type Name	Date
11. Higher Officer Signature	Print or Type Name	Date

RETN: ACCOUNTING/PURCHASING: 1 YEAR AFTER CANCELLATION  
OTHER COPIES: UNTIL CANCELLED

Accounting Office

DISTRIBUTION: For "Departmental Delegations" distribute all 5 copies as shown. For "Next Higher" retain the fifth copy and forward the first four to the officer. The approved third copy will be returned to you.