



AUTHORIZED SIGNATURE FORM

FISCAL YEAR: _____ to _____

NEW/RENEWAL

REMOVE

Refer to the [Appropriate Fund Authorizations](#) for a listing of funds that require an *Authorized Signature Form*.

New/Renewal Authorized Signer Name: _____ CSUN ID: _____

Signature: _____ Date: _____

Remove Authorized Signer Name*: _____ CSUN ID: _____ Date: _____

**(No Signature required)*

This individual is authorized to sign documents and expend funds with the execution of standard procedures for the chartfields listed below:

****Type Department ID or Tree Node. Please do not type both. Refer to the SOLAR Department Security Tree for valid node names.***

Department ID or Tree Node:* _____ Fund: _____

Department ID or Tree Node:* _____ Fund: _____

Department ID or Tree Node:* _____ Fund: _____

Department ID or Tree Node:* _____ Fund: _____

Department ID or Tree Node:* _____ Fund: _____

Department ID or Tree Node:* _____ Fund: _____

Department ID or Tree Node:* _____ Fund: _____

Appropriate use of funds includes supplies and services, chargebacks, contracts, travel, utilities and construction.

For purchasing, contractual and leasing activities, California State University, Northridge uses Purchasing & Contract Administration as the designee responsible for all activities in accordance with State, Chancellor’s office and campus policies. Procurement cards (P-Card) are distributed by Purchasing & Contract Administration for allowable expenditures only.

ORIGINAL FORM MUST BE RETURNED TO FINANCIAL SERVICES – MD-8337.

*This form **MUST BE SIGNED** before submission. Copies are distributed to Accounts Payable.*

Authorized by: _____ Date: _____
Director/Dean

Print Name: _____ Title: _____

This form should not be modified. Modified forms will not be accepted.