

## Accounting Services Guide

### Authorized Signatures

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Charges to specific departments or accounts can only be made on the authority of those individuals who are authorized to approve such charges. A list of the authorized names together with copies of their signatures is maintained by Financial Services.


Financial Services requires authorized signatures on the following documents:

- Purchase requisitions
- Supplier invoices (in the absence of a purchase requisition)
- Payment vouchers
- Journal entries
- Interdepartmental transfer forms
- Request for set-up of new general ledger account(s)
- Travel advances
- Travel expense Claims
- Travel & professional development (TPDA) claims
- Chair's professional activity (CPAA) claims

Changes to authorized signatures must be submitted to Financial Services on the Authorized Signatures form (Appendix A). Departments are asked to be diligent in submitting the Authorized Signatures Form as soon as staff changes occur in their department.

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**Appendix A**



THE UNIVERSITY OF WINNIPEG

**MEMO TO:** Hilda Malchuk, Financial Services (ext. 9212)

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

AUTHORIZED SIGNATURES

Please amend the list of authorized signatures for:

(i) the operating budgets of \_\_\_\_\_  
(department name and number)

or

(ii) account(s) \_\_\_\_\_  
(account numbers)

	Signature	Name (Please Print)
1. Purchase Order Requisitions/ Invoices / Payment Vouchers	_____	_____
2. Inter-Department Charges	_____	_____
3. Payroll	_____	_____

The individual(s), whose signatures appear above, are authorized by me to sign for the purposes as indicated.

\_\_\_\_\_

Chair/Dean/Department Head responsible for monthly computer print-outs:

\_\_\_\_\_

(Name) (Title)

**Link:** <http://www.uwinnipeg.ca/financial-services/docs/auth-sign-form.pdf>