

Tulane

ACCOUNT AUTHORIZED SIGNATURE CARD

This card is effective from ___/___/___ (DD/MM/YY) to ___/___/___ (DD/MM/YY).
(Required) (Optional)

Organization: _____

TAMS GL Account # _____ **OR** TAMS GM Account# _____
(Project) (Task) (Award)

Account Name (GL Accts only) _____

Description (GM Accts only) _____

Check One:

_____ New Account, _____ Replacement Card, _____ Additional Signature

Authorized Name (print)	Authorized Signature	Level ** (choose from list)	User ID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved by P. I.: _____ /___/___ (DD/MM/YY)

Approved by Resp Person: _____ /___/___ (DD/MM/YY)

Approved by Dept Head: _____ /___/___ (DD/MM/YY)
(if different from Responsible Person)

** Describe

LEVELS OF AUTHORITY

- | | |
|--------------------------------|----------------------------------|
| A: No Limit | M: Codes C + D + E |
| B: Payroll Action Forms | N: Codes D + E |
| C: Purchase Requisitions | O: Telephone Bills |
| D: Interdepartmental Transfers | P: Codes C + D + E Except EQPT |
| E: Invoices | Q: PAF's Student Only |
| F: Codes B + D | R: All Levels up to \$500.00 |
| G: Codes B + C + D | S: Misc (Please describe) |
| H: Petty Cash | T: All Levels up to \$100.00 |
| I: Job Orders | U: Codes C + D |
| J: Codes B + D + E + H + I | V: Codes C + E |
| K: codes B + C | W: Codes B + C + D + E |
| L: All levels up to \$1000.00 | X: All Levels Except PAFS + EQPT |