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U N I V E R S I T Y O F
SOUTH CAROLINA

To: Department Head or Dean

From: Venis Manigo, Director of Procurement

Subject: University Department Signature Approvals

Date: May 27, 2008

Purchase Requisitions and Direct Expenditure Vouchers sent to the Purchasing Department must have signatory approval. In order for Purchasing to verify the authorized signature(s), each Department Head or Dean must send to the Purchasing Department an up-to-date listing of the personnel designated to sign and commit funds for their department. Please **complete and return via Campus Mail the original form** below to the Purchasing Department by June 6, 2008. You may duplicate the form if additional space is needed.

Thank you for your assistance and cooperation in this most important matter.



UNIVERSITY OF SOUTH CAROLINA

Department Signature Approval Form

This form is divided into two (2) parts; Part 1 is the name and signature of the Department Head or Dean and Part 2 is the list of additional personnel that the Department Head or Dean has given authority to sign on his/her behalf. Please list the account code, printed name and signature of the authorized personnel for each code. The Department Head or Dean is to complete both Parts and return the original of each to the Purchasing Department via Campus Mail. **Purchasing MUST have the ORIGINALS.**

PART 1

Name of Department or College

Department Number

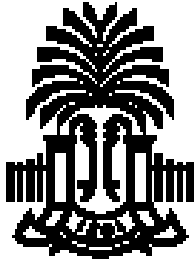
Department Head or Dean Signature

Print Department Head or Dean Name Date

Please list below any additional personnel that you wish to give the authority to sign Purchase Requisitions and Direct Expenditure Vouchers. Each person must sign (no initials) with their printed name. **Any requisition received that is signed by an employee of your department other than listed below will not be processed unless a similar form is sent to Purchasing with your signature authorizing the additional signatures.**

SAMPLE FOR PART 2 BELOW:

ACCOUNT CODE	PRINT NAME	APPROVAL SIGNATURE
62090A001	Bruce W. Breedlove	<i>Bruce W. Breedlove</i>



**U N I V E R S I T Y O F
SOUTH CAROLINA**

PART 2 (Make additional copies if needed)

ACCOUNT CODE	PRINT NAME	APPROVAL SIGNATURE

I hereby give the above listed employees the authority to sign for the department:

Department Head or Dean Signature

Print Department Head or Dean Name **Date**