



**PROCUREMENT CARD  
SIGNATURE AUTHORIZATION FORM**

*INSTRUCTIONS: This form is used to indicate delegation of approval authority and to provide a signature sample. A signature authorization remains in effect until cancelled. Vice Presidents, Deans, Directors, or Chair's must complete this form to place their own signature on file (no confirming signature is necessary).*

**Department #:** \_\_\_\_\_

**ACTION:**

Add a new signature to the file.

Effective Date: \_\_\_\_\_

Delete a signature from the file.

Record a change in name for someone already on the file.

Employee name prior to change: \_\_\_\_\_

*(Give new information and authorized delegations below)*

**AUTHORITY DELEGATED TO:**

\_\_\_\_\_  
Last First M.I.

\_\_\_\_\_  
Title

\_\_\_\_\_  
SIGNATURE SAMPLE as it will appear on documents

**AUTHORIZATION INFORMATION:**

**Department Name:** \_\_\_\_\_

**Approval Delegations** - Check appropriate boxes:

Statement Certification

Purchasing Cardholder Program Application and other related forms

Voyager Fleet Card Request Form

**VICE PRESIDENT, DEAN, DIRECTOR, OR DEPARTMENT HEAD'S APPROVAL:**

\_\_\_\_\_  
**Name:** Signature: Date:

**FAX FORM TO 407.882.2245**

**Telephone: 407-882-1000**

**E-mail: Pcard@ucf.edu**