

General Accounting 2323 Anderson Ave., Suite 500 genacctg@k-state.edu

Accounts Payable Signature Authority

Please check one: ____ Add to Existing Authorities | ____ Replace all Existing Authorities

Department & Organization Number(s):

Department Head/Director:

Department Contact & Phone:

This form certifies that as of _________ (date), this department/office recognizes the listed individuals as approved signatories for all departmental payables. If additional space is needed attach a continuation page. A new form should be completed each time there is a change in Dean or Department Head or when those who have signature authority change.

Signature	Printed Name	Position / Title
Signature	Printed Name	Position / Title
Signature	Printed Name	Position / Title
Signature	Printed Name	Position / Title
Signature	Printed Name	Position / Title
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This document also serves as notice that as of ______ (date), the listed individuals below are no longer approved signatories for departmental payables and should be removed as such from General Accountings records.

Printed Name

Position / Title

Printed Name

Position / Title

Printed Name

Position / Title

Signature of Dept Head or Dean

Printed Name of Dept Head or Dean

2323 Anderson Avenue, Manhattan, KS 66502 | k-state.edu/finsvcs

General Accounting 785-532-6202 Fax: 785-532-1305 Suite 500 Purchasing 785-532-6214 Fax: 785-532-5577 Suite 500 Fund Balancing 785-532-1838 Fax: 785-532-3640 Suite 600 Sponsored Programs 785-532-6207 Fax: 785-532-3640 Suite 600 (rev. DEC 2020)

Systems 785-532-2048 Fax: 785-532-3640 Suite 600