

Vancouver Island University -- Signing Authority

Date:	
Name:	
FRS Username:	
Title/Position:	
Department:	

Authority to sign for (check all that apply):

- HR Online Appointments
- General Signing Authority
- View Only Access

<u>To Remove Authority Only</u>	
Please remove authority	
Initials:	_____
Date requested:	_____

*Fill in the fields below before printing the form.
Use cost centre ranges where applicable.*

Cost Centre(s)	Limit	Effective Date (DD/MM/YY)	Remove Date
	\$		
	\$		
	\$		
	\$		
	\$		

This is a complete list of cost centres

This is in addition to the list of cost centres already on file in Finance

Date:	
Sample Signature:	
Authorized By:	
Authorizing Signature:	

Print, obtain sample signature and authorization, and deliver to Financial Services. Print a 2nd copy for your records.