



Signature Authorization List instructions and examples for both Department and College/VP level approvers are provided below. The forms are required for transactions submitted as exception hard-copy documents and for processes not currently delivered electronically in Manager Self Service (MSS). Forms are completed annually to meet audit requirements—and to avoid delays in document processing.

DEPARTMENT LEVEL APPROVERS

- Enter the **Department(s) Name(s), Number(s), and College Division(s)** to specify the unit(s) the individual will have authority to approve on the department’s/unit’s behalf
- Check the **Add** box for new approvers, or select the **Update** box to renew an individual’s signature authorization for the year
- Complete the individual’s **Name, EmplID** and **UA Title** to request department level approval
 - Obtain the individual’s **signature/date**

Dept Column

- Select the boxes in the **Dept** column to indicate the documents the department level approver is authorized to sign
- Complete the **Department Head/Director Name** and **E-mail Address**
 - Obtain the Department Head’s/Director’s **signature/date**

College/VP Required Column

- The **College/VP Required** column is completed by an authorized College/VP representative
 - Checked boxes indicate that hard-copy documents require College/VP approval
- The College/VP representative completes the **Dean/VP Name** and **Email Address**, and obtains his/her **signature/date**

The signature authorization list for Department Level Approvers identifies documents that require College /VP approval. In some cases, the department authorized approver may have sole authority to sign off on specific documents. In that case, the **Dept** box for the appropriate category is checked and the **College/VP Required** box is left blank.

Signature Authorization List: Department and College Approver – Instructions and Examples (Continued)

COLLEGE VP LEVEL APPROVERS

- Enter the **Department(s) Name(s), Number(s), and College Division(s)** to specify the departments/unit(s) the individual will have authority to approve on the College's/VP's behalf
- Check the **Add** box for new approvers, or select the **Update** box to renew an individual's signature authorization for the year
- Check the **College/VP Authorized Approver** box
- complete the individual's **Name, EmplID** and **UA Title** to request College/VP level approval
 - Obtain the individual's **signature/date**

Dept Column

- Leave the **Dept Required** column blank

College/VP Required Column

- Leave the **College/VP Required** column blank
- The College/VP representative completes the **Dean/VP Name** and **Email Address**, and obtains his/her **signature/date**

The signature authorization list for College/VP Level Approvers identifies hard-copy documents for departments/units the individual has sole authority to approve. Therefore, the **Dept** box for the appropriate category is checked and the **College/VP Required** box is left blank.

The screenshot shows the 'Signature Authorization List' form for 'Human Resources' for 'FY 2023-2024'. The form is divided into several sections:

- Form Header:** Includes the University of Arizona logo and the title 'Signature Authorization List FY 2023-2024'.
- Input Fields:** Fields for 'Department Name(s)', 'Department Number(s)', and 'College Division(s)'. Below these are checkboxes for 'Add', 'Update', 'Delete', 'Other', 'Dept Authorized Approver', and 'College/VP Authorized Approver'. The 'College/VP Authorized Approver' checkbox is highlighted with a green box.
- Department/College/VP Representative Information:** Fields for 'Name' (with 'EmplID' label), 'Title' (with 'Last, First MI' label), 'Signature', and 'Date'.
- Approval Matrix:** A table with columns for document categories and two columns for 'Dept Required' and 'College/VP Required'. A green box highlights the 'College/VP Required' column, which is empty for all entries. The 'Dept Required' column has checkboxes checked for 'Hiring Forms', 'University Staff', 'Classified Staff', 'Graduate Assistant/Associate', and 'Student Employee'.
- Approval Information/Signature:** Fields for 'Dept Head/Director Name' (with 'Last, First MI' label), 'Signature', 'Date', 'Dean/VP Name' (with 'Last, First MI' label), and 'Signature', 'Date'.
- Footer:** 'Last Updated: 7/10/2023'.