



UNIVERSITY OF
LAVERNE

UNIVERSITY OF LA VERNE

Effective 7/1/2015

Accounts Payable Signature Authorization Form

(Authorizes individuals to approve check requests, expense reports and requisitions)

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Fund & Organization # (12 digits total)	Department Name or Club Name	Director's Name or Advisor's Name
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Individual's Name (typed or printed)	Individual's Title (typed or printed)	Signature

Approvers that are not Senior Management can approve up to \$5,000.
If over \$5,000, Senior Management approval is required.

Approved by:
(REQUIRED)

Date:

Club Advisor or Student Life Director/Assoc. Director

Please return this form to the Accounts Payable Department
For questions, please call ext. 4111 or 4112.

Accounts Payable

Office:

*** This form must be updated whenever there are changes in authorized signatures.**

1574 Arrow Hwy, Suite I

**** Please note that clubs require a minimum of two officers signatures in addition to their advisor.**

La Verne, CA 91750