



Vanderbilt University
Signature Authorization Delegation for University Central
Form 205-2

Center or SumTo Center _____

Please assign final approval access to the following individuals as specified below:

Name _____ **Title** _____

Action Needed (circle one): Add Remove Change **VUNetID** _____ **Employee ID** _____

Replace VUNetID _____ **Replicate VUNetID** _____

Genl Ledger		Demand Check				Procurement (Purchasing)			Human Resource Services					Financial Info. Systems		
1180s	Budget	Travel Author-ization	Travel Advance/Expense	Stipend Req	Check Request Limit (Amt or "All")	Small PO	Purchase Req Limit (Amt or "All")	Capital Req Limit (Amt or "All")	Time sheets	PAF	PMF/PRQ	Reclass/PDQ	Addl Pay Forms	Approve eDog Access*	Approve WALDO Access*	Approve Sig Auth Forms (Form 205-2)
					\$		\$	\$								

Name _____ **Title** _____

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					\$		\$	\$								

Signature Authorization Form Approver _____ Date _____

Vice Chancellor/Dean/Director _____ Date _____
(Required only if Form Approver is listed above as an Authorized Signer)

<p>Please send completed and approved form to:</p> <p>Procurement and Disbursement Services VU Box 357000 Station B</p>	<p>For Medical Center (Divisions 01-19), please use the form on the Dept. of Finance web site at: http://finweb.mc.vanderbilt.edu/</p> <p>To Set Up E-dog, WALDO, & Business Objects access, see: http://www.vanderbilt.edu/fis/applications.htm</p>
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Instructions for Form 205-2
Signature Authorization Delegation for University Central

- 1 Enter the Center or Sumto Center number(s). Sumto Centers should be in either the Fund Accounting or Structure 5 (Waldo) tree.
- 2 Circle the appropriate Action Needed (Add, Remove, or Change).
- 3 Replace VUNetID: If you wish to move signature authorizations from one person to another, enter the VUNetID of the person whose authorizations should be replaced in this field.

All signature authorization roles will be **removed** from this VUNetID.

- 4 Replicate VUNetID: If you wish to copy the signature authorizations that another person currently has, enter the VUNetID of the person whose authorizations should be copied in this field.

This will have no impact on the authorizations of the person whose VUNetID is listed.

- 5 Indicate the forms for which the person listed should have final signature authority. In the case of Check Request, Purchase Req, and Capital Req, indicate the *dollar limit* or "All".
- 6 Obtain approvals as appropriate.
- 7 Send the completed and approved form to:

Procurement and Disbursement Services
VU Box 357000 Station B