Business Office SSB-Finance and Signature Authority Authorization Form

EMPLOYEE INFORMATION						
Employee Name:			Employee Oxy ID:			
Employee Email:			Employee Dept:			
Employee Ext:			Supervisor Name:			
New User:			Change to Current User:			
RIGHTS DESIGNATION FOR EMPLOYEE						
SSB-Finance Access	Self-Service Banner-Finance allows the employee to review fund/organization information by account and create budget transfers for the operating fund/organization code combinations designated below. Note that the user will have access to any combination of Fund and Orgn specified on this form. Please indicate if user is to be granted budget transfer rights or fund/orgn viewing rights only.					
Signature Authority	Having signature authority over a fund/organization means that you can authorize expenditures including approval of vendor invoices, check requests, cash advances, and transfer of expenditures. College policy further provides that expenditures must be necessary and reasonable in the performance of College related business/research activities and are consistent with the best interests of the College. Expenditures must also be consistent with sponsor or donor expenditure restrictions. Questions about signature authority should be directed to Lupe Salmeron, General Accounting Supervisor at 323-259-1423.					
		TON CODE I	JESIGNATION FOR EMPLOY	EE	SSB	Signature
FUN	D CODE		ORGANIZATION CODE		Finance Access	Authority
SIGNATURES						
Employee Signature				Dat	е	
Authorized by Circoture Title D				Dat	e	

Authorized by: Signature, Title, Department

(must be VP, Principal Investigator, Dean, Chairperson, Faculty Member)