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 Barbara Valiente at Ext 1417 or Jan Smith Ext 1423. ND CODE AND ORGANIZATION CODE DESIGNATION FOR EMPLOYEE					
FUND CODE			ORGANIZATION CODE		SSB Finance	Signature Authority
					Access	П
SIGNATURES						
Employee Signature				Dat	e	
				Dat	e	

Authorized by: Signature, Title, Department (must be VP, Principal Investigator, Dean, Chairperson, Faculty Member)