

New Mexico Highlands University
AUTHORIZATION SIGNATURES

Date: _____

_____ Fund/Org/Prog/Title

	<u>NAME</u>		<u>AUTHORIZED SIGNATURE(S)</u>
Director (only)	_____		_____
Bookstore	1	_____	_____
	2	_____	_____
	3	_____	_____
	4	_____	_____
Print Shop	1	_____	_____
	2	_____	_____
	3	_____	_____

Any form requiring budget approval must have the signature of the Director or the Vice President responsible for the department (unless a memo is submitted w/ approval from the Director- only if the Director is away from campus). Any purchase over \$10,000 requires the approval of the Vice President for Administrative Services and the Director. All invoices must be signed by the responsible party.