

New Mexico Highlands University

AUTHORIZATION SIGNATURES

DATE: _____

Department: _____

Fund: _____ Org: _____ Program: _____

NAME/TITLE

AUTHORIZED SIGNATURE(S)

President/Vice President _____

Associate V. P./Dean: _____

Director: _____

Delegation: _____

Delegation: _____

Justification for Delegation: _____

All forms requiring budget approval must have the signature Director, Dean, Associate Vice President or Vice President responsible for the Department. Exceptions will only be made if supervisor has designated an individual(s). All purchases totaling \$10,000 and over require the approval of the Vice President for Finance & Administration and the Director of the Department. All purchases totaling \$30,000 and over require the approval of the President. All purchases must follow the procurement process. Invoices must be signed by the responsible party.