

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:1.10
Subject: Signature Policy – Purchasing/Accounting Documents	

Following are the minimum requirements that must be met to authorize the expenditure of funds on purchasing/accounting documents.

1. The Account Administrator (Responsible Person/Principal Investigator/Individual Exercising Budgetary Control), or his/her authorized designee, shall approve all purchasing and accounting documents.
2. When it is necessary for the Account Administrator to delegate signature authority, the following procedure will be utilized:
 - a) A memorandum of authorization from the Account Administrator, which reflects the account number(s), and the name and signature of the individual to whom signatory authority is delegated, shall be submitted to the campus Comptroller's Office. If delegation is temporary, the memo shall reflect the dates such authorization will remain in effect.