Signature/Fund Custodian Authorization for Printing Orders

Effective Date: June 1 2022-2023

FIRST NAME	LAST NAME	EMPLOYEE ID	EMAIL	ALLOWED TO ORDER	ALLOWED TO APPROVE	PHONE	SIGNATURE
TO DE COMPLETED DY DELEC	ATT (ampleyed being outboried)	for old not usely					
TO BE COMPLETED BY DELEGATE (employee being authorized for signature): By affixing signatures to the listed documents, my delegates or I will be certifying that as the department's requisitioning, inspecting, or receiving officer(s), that articles or services for which payment is being sought have been received, furnished, or contracted for pursuant to California Government Code 29749.							
PRINT NAME	SIGNATURE	TITLE	DATE SIGNED				
TO BE COMPLETED BY DEPARTMENT HEAD/APPOINTING AUTHORITY:							
I am the official responsible (Appointing Authority) for the department's administration; I am duly authorized to delegate signature authority and will do so at the appropriate level. Authority delegated for signature of the listed documents and their representation thereon, shall be an accurate and complete transactional record. By affixing signatures to the listed documents, I or my delegate(s) will be certifying, under penalty or perjury that the provisions of Article 4 of Chapter 1 of Division 4 of Title 1 (beginning with section 1090) of hte California Government Code have not been violated.							
PRINT NAME	SIGNATURE	TIT	DATE SIGNED				
DEPARTMENT CONTACT INFORMATION:							