VANDERBILT UNIVERSITY MEDICAL CENTER
Automated Signature Authorization Form

This form is used to indicate the appropriate signature authorization of faculty and staff members to whom authority has been delegated to approve transactions involving VUMC funds.

1) Identify faculty or staff member's name to whom signature authority should be granted, deleted or modified.

2) Circle the letter 'A' if adding faculty or staff member; 'D' if deleting the faculty or staff member from all signature authority, or 'C' if modifying any of the parameters previously granted or no

3) Enter a 'Y' in the column where the individual has authority to approve the document. (1180's, Timesheets, Budgets, PAF's, Personnel Requests, Reclass PDQ's, Additional Pay, Travel Forms and Stipend Requisitions)
   Leave the column blank if no signature authority should be granted.

4) Indicate $ amount in the column where the individual has authority to approve the document up to the amount indicated. (Purchase Reqs, Capital Reqs, Check Reqs)

5) eProcExecutor is a signature role for eProcurement and only should be assigned within departments who are active users of the eProcurement application.
   Note: eProcExecutor authorization must be ≤ Purchasing Requisition authorization.

   Maximum $ amount is $99,999; 'ALL' indicates no dollar limit; $0 indicates no signature authority at all.

<table>
<thead>
<tr>
<th>CENTER #: __ - ___ - ______ - _______</th>
<th>VUNET IDS</th>
<th>ACL</th>
<th>CHANGE</th>
<th>DELETE</th>
<th>ADD</th>
<th>ADDITIONS</th>
<th>TIMESHEETS</th>
<th>NEW/REVISED</th>
<th>BUDGET</th>
<th>PERSONNEL REQUESTS</th>
<th>PERSONNEL (PMF'S)</th>
<th>ACTIONS FORMS (PAF'S)</th>
<th>PERSONNEL (PDQ'S)</th>
<th>RECLASS</th>
<th>ADDITIONAL PAY</th>
<th>PURCHASE</th>
<th>EXECUTOR</th>
<th>eProcExecutor</th>
<th>CAPITAL EQUIPMENT</th>
<th>TRAVEL ADVANCE REPORT</th>
<th>TRAVEL AUTHORIZATION</th>
<th>STIPEND CHECK REQUEST</th>
<th>PETTY CASH</th>
<th>CHECK REQUEST</th>
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