

Subject:		Issued By:	
<b>SIGNATURE AUTHORIZATION CARDS</b>		FINANCE DEPARTMENT	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
410	May 22, 2008		June 1, 2008

**PURPOSE**

To ensure that all signatures on Purchase Requisition forms are the valid signatures of individuals authorized to sign such documents.

**POLICY**

- ONLY PRE-AUTHORIZED STAFF MEMBERS CAN SIGN HRA PURCHASE REQUISITIONS:** Purchase Requisition forms may only be signed by individual Staff Members who have been pre-authorized to sign such documents. For project-related Purchase Requisitions, pre-authorized individuals must either be the Principal Investigator (PI) on file with the IRB, or a designee identified by the PI on a completed HRA Signature Authorization form. A sample HRA Signature Authorization form may be viewed here: [http://www.health-research.org/files/SigAuthForm\\_2-16-2007\\_most\\_current.pdf](http://www.health-research.org/files/SigAuthForm_2-16-2007_most_current.pdf);
- ALL PURCHASE REQUISITION SIGNATURES REVIEWED PRIOR TO PROCESSING:** Prior to processing a Purchase Requisition for payment, HRA’s Finance Department will review all signatures for authenticity. Purchase Requisitions without signatures – or without valid signatures – will be returned to the individual who submitted it and not processed for payment.

**PROCEDURE**

- ORIGINAL SIGNATURE AUTHORIZATION FORM REQUIRED:** Although a sample HRA Signature Authorization form is contained on the HRA website, this document is for informational purposes only. An original, blank Signature Authorization form must be obtained from the HRA Reception Desk at the address shown in the header of this document. Alternatively, a blank Signature Authorization form can be e-mailed to a PI upon request. Copies of completed Signature Authorization forms will NOT be accepted by HRA;
- COMPLETED, ORIGINAL DOCUMENT MUST BE SUBMITTED IN PERSON WITH PHOTO ID:** In order to submit a completed original Signature Authorization form with original signatures, the individual(s) being added as authorized signers must bring the completed original form to the HRA Reception Desk with a valid, government-issued, photo ID, such as a California Driver’s License.



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**POLICY & PROCEDURE**

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**RESPONSIBILITY**

PIs

Study Teams

Finance Department