



Signature Authority

Delegation of Signature Authority*

Submit completed form to OCFO, Controller's Office, MS: 971-GA

*Request for acquisition or payment of goods and/or services up to limit indicated below.

For assistance please contact SASHelp@lbl.gov

**During COVID-19, please send electronically approved PDF form directly to SASHelp@lbl.gov

- Action to be taken
 - Delegate new Signature Authority
 - Change existing approval limit
 - Transfer to another Division/Department
 - Remove Authority

Name of employee

Title

Employee ID

Division/Department

For new Signatories Only:

Employee Signature

Approval Limit	\$1K	\$10K	\$50K	\$250K	\$1M
	\$5K	\$25K	\$100K	\$500K	\$2.5M

Justification for Signature Authority > \$500K

Note: Required Training for Signature Authority can be found [HERE](#)

APPROVALS

Authorizing Signature (from list below)

	Printed Name		Employee ID
	Division		Date
Check One:	Laboratory Director	Chief Financial Officer	Business Manager
	Deputy Director	Division Director	Project Director
	Associate Laboratory Director	Department Head	Other (with prior approval from one of the above)

OCFO Use Only

OCFO (Controller) approval (if over \$500K)

Signature

Date

Print name

Date Entered: _____

Entered By: _____