

Alachua County Public Schools
 Finance Department
**County Forms Authorized Signature List
 for Center/Department**

(please list all that apply)

Below are the authorized signatures for the _____ school year:

- | | |
|--|--|
| <input type="checkbox"/> Invoices
<input type="checkbox"/> Bus requisitions
<input type="checkbox"/> Maintenance Work Order
<input type="checkbox"/> Application for Leave
<input type="checkbox"/> Printing Order Form
<input type="checkbox"/> Budget Amendment
<input type="checkbox"/> Transfer of Expense | <input type="checkbox"/> Purchase Requisition
<input type="checkbox"/> Warehouse Requisition
<input type="checkbox"/> Travel Reimbursement
<input type="checkbox"/> Personnel Status Form
<input type="checkbox"/> Payroll Stipend Form
<input type="checkbox"/> Payroll Overtime Form
<input type="checkbox"/> TDE Form |
|--|--|

Please list the corresponding signature line numbers on each form above. Write "all" to indicate everyone. Write "N/A" to indicate that the form is not used. Include, using the same format, any other forms that your department/school uses.

Sample: 1,3 Invoices
 1,2 Printing Order Form

1.			
	<i>Principal/Director - Print or type name</i>		<i>Signature</i>
2.			
3.			
4.			
5.			
6.			