

Alachua County Public Schools
Finance Department
**Internal Account Forms Authorized Signature List
for Schools/Centers**

Below are the authorized signatures for the _____ school year:

- _____ Invoice
- _____ Check Requisition
- _____ Check
- _____ Purchase Order
- _____ Activities Fund Travel Authorization
- _____ Monthly activity funds reports

Please list the authorized 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 are used by your school.

Sample: 1,3 Invoice
1,2 Purchase Order

1. _____
Principal/Director - Print or type name *Signature*
2. _____
3. _____
4. _____
5. _____
6. _____