



## **Tax Levy Budget Signature Authorization Form**

### **Instructions**

Use this form to list authorized signers for a department or program.

Please select the Program or Funding Source that applies to your department.

**Please submit a new form if/when there are changes in authorized signers.**

<b>Descriptions:</b>
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**PS** - Personnel Services includes employee salary information.

**OTPS** - Other Than Personnel Services includes supplies, equipment, printing, etc. These are entered in CUNYfirst as a requisition or Travel Authorization or Expense Report.

**Liaison** - This person enter requisitions, is a travel or expense proxy, and/or can request and receive financial statements from the Budget Office to review the department's budget. This person may have access to PS and/or OTPS information and can only prepare budget modifications.

**Chairperson /Director/Designee** – This person approves requisitions, travel and/or expense reports entered by the Liaison and can approve/authorize budget modifications.

**VP/Dean/ECP Administrator** – This person may be a first or second approver for requisitions entered by a Liaison and can approve/authorize budget modifications.

<b>Authorized to View:</b>
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**PS Only** – Select this box if the person is allowed to view PS information only.

**OTPS Only** – Select this box if the person is allowed to view OTPS information only.

**Both PS & OTPS** – Select this box if the person is allowed to view both PS and OTPS information.

**\*Return the completed form to the Budget Department located in Room E-413 or by email at [Budget@lagcc.cuny.edu](mailto:Budget@lagcc.cuny.edu) w/ subject: Signature Authorization.**



# Tax Levy Budget Signatory Authorization Form

**Fiscal Year**

**Division:**

**Program:**

**Department:**

**Funding Source:**

**Special Initiative:**

<p><b>Position:</b></p> <p><b>Name (print)</b></p> <p><b>Signature:</b></p> <p><b>Authorized to View:</b></p> <p style="text-align: center;"> <input type="checkbox"/> PS Only              <input type="checkbox"/> OTPS Only              <input type="checkbox"/> Both PS and OTPS       </p> <p><b>Can Request / Receive Financial Statements:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p> <p><b>Can Create / Request Budget Modifications:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p>	<p><b>Position:</b></p> <p><b>Name (print)</b></p> <p><b>Signature:</b></p> <p><b>Authorized to View:</b></p> <p style="text-align: center;"> <input type="checkbox"/> PS Only              <input type="checkbox"/> OTPS Only              <input type="checkbox"/> Both PS and OTPS       </p> <p><b>Can Request / Receive Financial Statements:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p> <p><b>Can Create / Request Budget Modifications:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p>
<p><b>Position:</b></p> <p><b>Name (print)</b></p> <p><b>Signature:</b></p> <p><b>Authorized to View:</b></p> <p style="text-align: center;"> <input type="checkbox"/> PS Only              <input type="checkbox"/> OTPS Only              <input type="checkbox"/> Both PS and OTPS       </p> <p><b>Can Request / Receive Financial Statements:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p> <p><b>Can Create / Request Budget Modifications:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p>	<p><b>Position:</b></p> <p><b>Name (print)</b></p> <p><b>Signature:</b></p> <p><b>Authorized to View:</b></p> <p style="text-align: center;"> <input type="checkbox"/> PS Only              <input type="checkbox"/> OTPS Only              <input type="checkbox"/> Both PS and OTPS       </p> <p><b>Can Request / Receive Financial Statements:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p> <p><b>Can Create / Request Budget Modifications:</b></p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No       </p>

**Authorized By:**

**Ext:**

**Signature:**

**Date:**