

**Partnerships & Performance**

**AUTHORISED SIGNATORY FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Employee Number |  |
| Designation |  | Line Manager |  |
| Service |  | Cost Centre Ref T1 |  |
| Section |  | Site Ref T1 |  |
| Location |  |  |  |

|  |  |  |
| --- | --- | --- |
| Signature | I agree that I have read and have understood my obligations as per Financial Regulations and Contract Standing Orders |  |

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| All Boxes MUST be completed*=* **Yes****X** *=* **No** Please complete section **a** or **b** |
| a. New authorised signatory form |  | **Authorisation Number** |
| b. Amendment to existing authorisation form | **X** |

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| **Payroll** |
| 1 | Authorise Starters, Leavers, Transfers |  |
| 2 | Authorise Travel and Subsistence Claim Forms |  |
| 3 | Authorise Overtime Claims  |  |
| 4 | Authorise Timesheets |  |
| **Purchase orders and Invoice Payments** |
| 5 | Authorise Purchase Orders |  | £ |
| 6 | Authorise Invoice Payment |  | £ |
| 7 | Authorise Cheque Requests & DPVs |  | £ |
| **Purchase Cards** |
| 8 | Purchase Card - Single Transaction (can not exceed PO Value in 5) | **X** | £ |
| 9 | Purchase Card - Monthly Limit | **X** | £ |
| **Imprests** |
| 10 | Authorise the Opening, Amendment or Closure of an Imprest |  |
| **Staffing** |
| 11 | Authorise Absences |  |
| 12 | Authorise Acting up |  |
| 13 | Authorise Identity Card to be issued to Employees |  |
| 14 | Authorise an Employee to be a Key Holder |  |
| **Other** |
| 15 | Authorise Press Releases | **X** |
| 16 | Authorise Legal Agreements | **X** |
| 17 | Authorise Licences | **X** |
| 18 | Code Insertion | **X** |
| 19 | Journal Entries | **X** |
| 20 | Investments / Deposits | **X** | £ |
| 21 | Borrowing / Loans | **X** | £ |
| 22 | Refunds | **X** | £ |

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| Authorised by: Service Director  |
| Name |  | Designation |  |
| Signature |  | Date |  |

**Delegated Authority - Authorised Signatory Application form - September 2022**