

Online Signatory Authorization Form

The Budget Office will be accepting paper Signatory Authorization forms until November 30, 2015. After that date the forms will be sent back, with a request to complete the online form. **This form is no longer used to add ProCard Signatory Authorization.** All things regarding ProCard are handled through the Purchasing Office not the Budget Office, Purchasing's form to update ProCard information is titled "Modify PCard Information".

Instructions on how to complete the online Signatory Authorization form are below:

1. Log into MyCWU
2. Click on Main Menu > Financial Management > Employee Self-Service > **Fiscal Auth Delegation**



3. To create a new request click on the "Add a New Value" tab

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Sequence Number:	=	<input type="text"/>
Subject:	begins with	<input type="text"/>
Document Key String:	begins with	<input type="text"/>
Priority:	=	<input type="text"/>
Due Date:	=	<input type="text"/> <input type="button" value="31"/>
Approval Status:	=	<input type="text"/>

Case Sensitive


[Basic Search](#)

- Once you click Add a New Value the online form will appear. Complete each area that has an asterisk next to it.
- Please enter a subject, your department number, the approving manager's name and contact information. Then list the name and employee ID number of the employee who is receiving signatory authorization.

Form Instructions **Attachments**

Fiscal Auth Delegation

***Subject**


Priority Due Date 

Status Initial

BUDGET & MANAGER INFORMATION

Please enter either department name and ID number OR project/grant name and PID. Then add the respective manager information for department OR project/grant.

Department Name

***Department ID** 

Project/Grant Name

8-digit PID

***Manager First Name**

***Manager Last Name**

***Manager Phone**

***Manager Email**

EMPLOYEE INFORMATION

Please enter the information for the employee being granted authorization.

***Employee First Name**

***Employee Last Name**

***Employee ID**

- On the lower part of the form (next page) list the speedkey(s) that the employee will have signatory authorization on, also indicate the areas of authority they will signatory authorization on.
- If you are adding an employee to multiple speedkeys, you are able to attach an excel spreadsheet with all of the speedkeys listed. Simply click on the attachment tab at the top of the page and click Attach.
- When you are done entering the form, click Save at the bottom of the form. **Then** click Submit at the top of the form.

SPEEDKEYS

Please list all SpeedKeys (10 digit numbers) that this employee will have fiscal authorization for. If the space provided is not sufficient, please add an attachment with the list by clicking the Attachments tab at the top of this form.

*SpeedKey List

TRANSACTION INFORMATION

Indicate type of change and level of transactions to be authorized.

- Form SUPERCEDES?
- Form ADDITION?
- Form CHANGE MGR?

- Bookstore Charges?
- Duplicating Charges?
- Graphic Productions?
- Charge Credits?
- Motor Pool

More Information

Save

9. Please call the budget office with any questions, x2305, thank you!