

COMPTROLLER POLICY MANUAL

	POLICY: CMP 204-04
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Additions/Deletions of Authorized Department Signers	Effective date: 01/01/2000
	Revision date: 12/3/2014

PURPOSE

To discuss the procedures for adding/deleting authorized signers for Departments.

SOURCE

University Policy

CMP 204-04: Additions/Deletions of Authorized Department Signers

University departments establish authorized signers for departments by sending an e-mail request to their JFR. If you have a question on who your JFR is, please contact the Budget Office representative assigned to your cabinet (<https://nau.edu/Budget/Budget-Management/>). Please include a brief description of why the additional authorized signer is being added, the name of the person being added/removed, and a list of department numbers (7 digits) to be added/removed.