

**Authorized Signature(s)**  
To Assist Budget Managers  
**Berkeley Unified School District**  
Business Services Division

**Directions:** Complete this form and send to Business Services whenever there is a change to authorized signers.

<b>Resource Code(s)</b>	<b>Site / Program Title(s)</b>	<b>Budget Manager No.</b>
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Signing Authority may be delegated to a Vice Principal, other Manager or teacher in charge for the transaction types listed below. Classified Administrative Support Staff can only be an originator. Categorical and BSEP fund transactions must be approved by the Budget Manager - approval for these may not be delegated.

Name / Title (Print Or Type)		Authorized to Approve ✓ Items	Signature / Phone #
<b>Budget Manager</b>	<b>Name</b>  <b>Title</b>	<input type="checkbox"/> Purchase Requisition <input type="checkbox"/> Personnel Requisition <input type="checkbox"/> Time Sheet <input type="checkbox"/> Budget Change <input type="checkbox"/> Invoice	<b>Signature</b>  <b>Phone #</b>
<b>Other Manager</b>	<b>Name</b>  <b>Title</b>	<input type="checkbox"/> Purchase Requisition <input type="checkbox"/> Personnel Requisition <input type="checkbox"/> Time Sheet <input type="checkbox"/> Budget Change <input type="checkbox"/> Invoice	<b>Signature</b>  <b>Phone #</b>
<b>Other Manager</b>	<b>Name</b>  <b>Title</b>	<input type="checkbox"/> Purchase Requisition <input type="checkbox"/> Personnel Requisition <input type="checkbox"/> Time Sheet <input type="checkbox"/> Budget Change <input type="checkbox"/> Invoice	<b>Signature</b>  <b>Phone #</b>
<b>Classified (Administrative)</b>	<b>Name</b>  <b>Title</b>	<b>Originator Only</b> <input type="checkbox"/> Purchase Requisition <input type="checkbox"/> Personnel Requisition <input type="checkbox"/> Time Sheet <input type="checkbox"/> Budget Change	<b>Signature</b>  <b>Phone #</b>

**APPROVAL BY BUDGET MANAGER**

I understand that as Budget Manager, I am responsible for my budget *including* any and all transactions approved by those I have authorized above.

**Effective from:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **(until revoked)**

<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
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**RECEIVED IN BUSINESS SERVICES**

<b>Date Received</b>	<b>Approved By</b>	<b>Date</b>
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