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BUDGET AUTHORITY SIGNATURE FORM 2020-21

This form is required to authorize budget authorities for your site. Form must be submitted annually and whenever staff changes occur at your location. The form is retained for auditing purposes. Work with the budget authority for your site to complete and return this form to the Finance Office, ESC1, Suite 106, attention Shalimar Horne, with original signatures.

BUDGET AUTHORITY FOR FINANCIAL TRANSACTIONS (indicate dollar limits if applicable)				
These employees approve payment registers for accounts payable checks, and other financial transactions.				
Type/Print: John Doe Sign: <i>John Doe</i>	Fund (eg: 10,17,28, All)	BRO Code <small>(excludes Fund 22 and 41, regular salary accts, district sub accts and district mileage)</small> *Required*	Sub Program (eg: 8801)	Dollar Limit (not to exceed)
Type/Print: Sign: X				
Type/Print: Sign: X				
Type/Print: Sign: X				
Type/Print: Sign: X				
Type/Print: Sign: X				
Type/Print: Sign: X				

ASSIGN JOURNAL ENTRY REQUEST AUTHORIZATION
<hr/> Type or print employees name(s) responsible for creating Oracle journal entries (example: Mary Smith, John Jones, etc.) – no signature required

REMOVE BUDGET & JOURNAL ENTRY AUTHORIZATION
<hr/> Type or print employees name(s) who no longer have authority for this location (example: Mary Smith, John Jones, etc.)

TRADITIONAL PURCHASE REQUISITION AND FPO AUTHORIZATION
Purchase requisition approval information is determined by each employee’s position in Oracle. Contact the Purchasing Department at (303) 326-1988 with questions regarding current setup. Changes may be made by submitting an Oracle Requisition Approval Authority form located at: http://printservices.aurorak12.org/wp-content/uploads/sites/107/2013/07/Oracle-Requisition-Approval-Authority.docx .

BUILDING ADMINISTRATOR’S APPROVAL
Type/Print: _____ Sign: X _____ DATE: _____ (Form will be returned without administrator’s signature)

For Division of Finance Use Only
_____ DATE: _____ Gina Lanier, Controller