



*Department of Human Resources  
Annette Bookter, Ph.D.  
Director*

**Recruitment & Examination Division  
Signature Authorization Form**

This is to certify that the following employees of this Department are authorized to sign all documents associated with Requisition Appointments/Promotional form. These documents include, but are not limited to: request for personnel, test registers, personnel action forms, special assignment pay forms and merit listings. **This form does not include authorization for any Payroll forms.**

DEPARTMENT NAME:	
NAME OF INDIVIDUAL (Please print or type)	SIGNATURE OF INDIVIDUAL

**Note:** This form should be updated as necessary during the year.

\_\_\_\_\_  
Department or Agency Head Signature

\_\_\_\_\_  
Date