



Hutchinson County

P.O. Box 850 Stinnett, Texas 79083 (806) 878-4015
Leshia Krieg, County Auditor

DATE:

DEPARTMENT:

SIGNATURE AUTHORIZATION FORM

INSTRUCTIONS:

1. Obtain the signatures of the indicated employees, and check the boxes representing the document types that the indicated employees are authorized to approve.
2. Obtain the approval signature of the department head/elected official
3. Send the completed form to the County Auditor's Office
4. If any additions/deletions are required, complete a new form, and submit it to the County Auditor's office. The new form will supercede any previously submitted forms.

In addition to the Department Head/Elected Official of the department noted above, the following employees are authorized to approve documents pertaining to purchases and accounts payable indicated by the boxes checked in the table to the right. **Note that designees authorized by/on this form may not approve their own travel or reimbursement requests.**

AUTHORIZED EMPLOYEES

EMPLOYEE NAME (PRINT)	EMPLOYEE SIGNATURE	INITIALS	REQUEST PURCHASE ORDER	APPROVE VENDOR INVOICE
			<input type="checkbox"/> Limit:	<input type="checkbox"/> Limit:
			<input type="checkbox"/> Limit:	<input type="checkbox"/> Limit:
			<input type="checkbox"/> Limit:	<input type="checkbox"/> Limit:
			<input type="checkbox"/> Limit:	<input type="checkbox"/> Limit:

Please check this box if you authorize the use of a stamped or electronic signature. When using a stamped or electronic signature the department head/elected official assumes the same responsibilities as an original signature.

Department Head/Elected Official Name (Print)

Department Head/Elected Official Signature

***The Department Head/Elected Official must sign this form. The approval of this form may not be delegated. Must be an actual signature and not a stamped signature.**