



BUSINESS AND FINANCIAL SERVICES
Authorized Business Function Approvals Only

Upon completion of the form, email to bfs_kfs_applications@colostate.edu

Name: _____ NETID: _____
Job Title: _____
Home Dept Name: _____ Home Dept #: _____
Campus Address: _____ Phone #: _____
Name & Phone # of Person Completing Form: _____

Department numbers for which Authorized Business Function is requested

AUTHORIZATIONS		
<p>I, _____, request Authorized Business Function signature authority. I have read Financial Policy and Procedure Instruction 2-1 "Expenses for Authorized Business Functions". I understand those policies and procedures, and I agree to comply with them. I agree that all approved expenditures will be for official University business purposes only, are reasonable and that the activity is appropriate to the account being charged. I understand that in the event of willful or negligent default of this privilege, the University shall take any recovery action deemed appropriate, that is permitted by law.</p>		
<div style="border: 1px solid black; width: 400px; height: 20px; margin-bottom: 5px;"></div> Signature of Applicant	_____	Date
<p>I request that the above-named individual, an employee of Colorado State University be granted Authorized Business Function authority. I agree to provide appropriate oversight and monitoring of this individual's fiscal activities.</p>		
_____	_____	_____
Type or print name of Director or Dept. Head	Signature of Director or Dept. Head	Date
<p>I grant the above-named applicant authority to approve expenditures.</p>		
_____	_____	_____
Type or Print Name of Dean or Vice President	Dean or Vice President's Signature	Date

Additional Approval: If applicant's position is below the Assistant or Associate VP, Assistant or Associate Dean, Executive Director, the Chief of Staff's signature is required, email to PresOfc_Signatures@colostate.edu.	
_____	_____
Chief of Staff, President's Office	Date

For Business and Financial Services Use Only			
Approved By:			
_____	_____	_____	_____
Entered into Database by	Date	Executive Director, Business & Financial Services	Date