

FORM	Unit Administrator Designate	Unit Administrator (Chair or Director)	Dean/Asst. Vice President or Designate	Vice President/Provost or Designate
Application for Agency Account - Non-Student Organization		X		
Application for Agency Account - Student Organization		X		
Authorized Signature Card/Form - Student Organizations		X		
Direct Payment Voucher (DPV) ¹	X			
Journal Vouchers (JVE)	X			
Multiple Check Voucher	X			
Reimbursement Voucher (also requires payee's signature)	X			
Request for Oil and Gasoline Credit Card	X			
Revolving Account Request Form			X	
Travel Voucher (also requires payee's signature) ²	X			

¹ - Direct Payment Vouchers of \$25,000 or more must be co-signed by someone administratively higher than the signer unless the voucher is signed by a dean or an officer of the University.

² - Unit administrators must have their travel vouchers signed by their dean or assistant vice president, or designate. Deans may sign their own travel reimbursement voucher but must have their travel authorized by the Provost or designate.