# Business Office

## SSB–Finance and Signature Authority Authorization Form

| EMPLOYEE INFORMATION | | | |
|---|---|---|---|
| Employee Name: | | Employee Oxy ID: | |
| Employee Email: | | Employee Dept: | |
| Employee Ext: | | Supervisor Name: | |
| New User: | ☐ | Change to Current User: | ☐ |

| RIGHTS DESIGNATION FOR EMPLOYEE | |
|---|---|
| **SSB-Finance Access** | Self-Service Banner-Finance allows the employee to review fund/organization information by account and create budget transfers for the operating fund/organization code combinations designated below. |
| **Signature Authority** | Having signature authority over a fund/organization means that you can authorize expenditures including approval of vendor invoices, check requests, cash advances, and transfer of expenditures. College policy further provides that expenditures must be necessary and reasonable in the performance of College related business/research activities and are consistent with the best interests of the College. Expenditures must also be consistent with sponsor or donor expenditure restrictions. Questions about signature authority should be directed to Naomi Settle, Associate Controller at 323-259-1423. |

**FUND CODE AND ORGANIZATION CODE DESIGNATION FOR EMPLOYEE**

| FUND CODE | ORGANIZATION CODE | SSB Finance Access | Signature Authority |
|---|---|---|---|
| | | ☐ | ☐ |
| | | ☐ | ☐ |
| | | ☐ | ☐ |
| | | ☐ | ☐ |
| | | ☐ | ☐ |
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| | | ☐ | ☐ |
| | | ☐ | ☐ |
| | | ☐ | ☐ |
| | | ☐ | ☐ |

**SIGNATURES**

Employee Signature _____ Date _____

Date _____

Authorized by: Signature, Title, Department
(must be VP, Principal Investigator, Dean, Chairperson, Faculty Member)