



BUSINESS AND FINANCIAL SERVICES
Authorized Business Function Approvals Only

Upon completion of the form, email to bfs\_kfs\_applications@colostate.edu

Name: \_\_\_\_\_ eid: \_\_\_\_\_
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

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.

\_\_\_\_\_
Signature of Applicant

\_\_\_\_\_
Date

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.

\_\_\_\_\_
Type or print name of Director or Dept. Head
I grant the above-named applicant authority to approve expenditures.

\_\_\_\_\_
Signature of Director or Dept. Head

\_\_\_\_\_
Date

\_\_\_\_\_
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