



Office of the County Auditor

SUBJECT: Authorized signatures on actions pertaining to financial transactions, such as: Purchase Requisitions, Record of Material Received (R.M.R.), Request for Payments, Personnel Actions, Personnel Court Orders, etc.

The files of this office need to be updated with respect to individuals authorized by each County Official to sign requests pertaining to the financial activities of the respective County Office.

Your prompt attention in furnishing this current information in the space provided below will be appreciated very much.

DATE: \_\_\_\_\_

TO: COUNTY AUDITOR, DALLAS COUNTY

FROM: \_\_\_\_\_ DEPT.#: \_\_\_\_\_

The persons whose signatures appear below are authorized to sign requests for my office to initiate financial actions listed below opposite each signature. Your office will be notified when changes occur in this authorized list.

**Signature of Designated Person**

**Authority to sign limited to the documents or financial actions shown below**

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Office

Signature of County Official