



DALLAS COUNTY
COUNTY AUDITOR

SUBJECT: Authorized signatures on actions pertaining to financial transactions such as Payroll Authorizations, Purchase Requisition, 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: Dallas County Auditor

Department: _____

Department #: _____

Signature of Designee	Printed Name of Designee	Authority to sign limited to the documents of financial actions shown below
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office

Signature of County Official

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