

*Memo from:*  
**JARRA UNDERWOOD**  
**WAYNE COUNTY AUDITOR**

**BUDGETARY AUTHORIZATION FORM**

Department Name: \_\_\_\_\_

LIST PERSONS AUTHORIZED BY YOUR DEPARTMENT TO SIGN THE FOLLOWING  
DOCUMENTS:

<b>EMPLOYEE NAME</b>	<b>PURCHASE ORDER</b>	<b>REQUESTS FOR TRANSFER</b>	<b>CONFIRMING LETTERS</b>	<b>REQUESTS FOR TRAVEL</b>	<b>OTHER ITEMS (BRIEFDESCRIPTION)</b>

\_\_\_\_\_  
Signature of Elected Official or Department Head