

Memo from:
RUSSELL ROBERTSON
WAYNE COUNTY AUDITOR

BUDGETARY AUTHORIZATION FORM

Department Name: _____

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

EMPLOYEE NAME	PURCHASE ORDER	REQUESTS FOR TRANSFER	CONFIRMING LETTERS	REQUESTS FOR TRAVEL	OTHER ITEMS (BRIEFDESCRIPTION)

Signature of Elected Official or Department Head