

**Miami-Dade County
Wire Transfers Authorized Signatures
Fiscal Year 2012-2013**

Department/Agency/Division: _____

Approved By: _____ Date: _____

DEPARTMENT DIRECTOR
(NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR NAME
(PLEASE PRINT OR TYPE)

Return by, Monday, September 17, 2012

Return to: Dania Diaz, Finance Department, 111 N.W. 1st Street - Suite 2620.

This form lists the names of the individual(s) authorized by the department director, in addition to him/herself, to sign wire transfers for the department.

This authorization, unless changed due to employee transfers, terminations or re-assignment of duties, will be effective for the fiscal year ending September 30, 2013.

Any changes due to transfers, terminations or re-assignment must be reported immediately to the Finance Department. Please make a **brief footnote on a copy of this form** explaining the cause/reason for the change(s) and forward to our office. Only a change in department director will require the completion of a new authorization form in its **entirety**. When updating the form for any reason, please provide the effective date.

This signature form is maintained in departmental order as proof of authorization for auditing purposes in the Finance Department, Controller's Division - Accounts Payable Unit.

The individuals listed below have authority to approve the disbursement of budgeted funds via a wire transfer, for the fiscal year ending September 30, 2013.

<u>NAME</u> <u>TYPE OR PRINT</u>	<u>DEPT.</u> <u>NAME</u> <u>(PREFIX)</u>	<u>SIGNATURE*</u> <u>(PLEASE USE BLUE</u> <u>INK)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* PLEASE SIGN EXACTLY IN THE MANNER WHICH YOU WILL SIGN ALL WIRE TRANSFER DISBURSEMENT.