

**Miami-Dade County
Disbursement and Wire Transfers Authorized Signatures
Fiscal Year 2013-2014**

Department/Agency/Division: _____

Approved by: _____ Date: _____

DEPARTMENT DIRECTOR SIGNATURE
(NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR NAME
(PLEASE PRINT OR TYPE)

Return by, Monday, September 16, 2013

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 be responsible for the disbursement and/or wire transfers of budgeted funds.

This authorization, unless changed due to employee transfers, terminations or a re-assignment of duties, will be effective for the fiscal year ending September 30, 2014.

Any changes due to transfers, terminations or re-assignments must be reported immediately to the Finance Department. When updating the form, please provide the effective date. Only a change in department director will require the completion of a new authorization form in its entirety.

This signature form is maintained as proof of authorization for auditing purposes of invoices (including those processed via IWA) and/or wire transfer letters submitted for payment, in the Finance Department, Controller's Division – Accounts Payable Unit. The individuals below have authority to approve the disbursement and/or wire transfer of budgeted funds (i.e. purchase order invoices, direct bill invoices, and any other requests for reimbursement) for fiscal year ending September 30, 2014.

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

PLEASE SIGN EXACTLY IN THE MANNER WHICH YOU WILL BE APPROVING ALL DISBURSEMENTS AND/OR WIRE TRANSFERS VOUCHERS.

PLEASE INDICATE IF AUTHORIZED TO SIGN FOR ENTIRE DEPARTMENT OR JUST A CERTAIN DIVISION.