



KENNESAW STATE
UNIVERSITY

Signature Delegation Authority Form

Instructions

1. Submit the completed and signed form in PDF format in a service request via service.kennesaw.edu/ofs.
2. The Delegator is responsible for maintaining original documentation and producing the information upon request for audit purposes.

Budget Amendments
 PeopleSoft Financials– eProcurement Approvals/OwlPay
 Travel Management System (Concur) Approvals***
 Travel Request, Travel Cash Advance, and Travel Expense Report Approvals
 Works - PCard

****Per USG BPM regulations "A traveler's immediate supervisor or higher administrative authority must approve a travel expense report before reimbursement will be issued"*

For the following departments (list specific department name and/or specific department budget numbers):

Effective Dates

Start Date:

End Date:

Required Signatures

Delegator's Signature:

Date:

Delegate's Signature:

Date:

Office of Fiscal Services Only

Reviewer Signature:

Date: