A picture containing text

Description automatically generated

**Notification to Accounts Office of**

**those authorised to sign Invoices, etc.**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College/School/Discipline/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I hereby authorise, until further notice, the following to incur liabilities as a charge on the following listed budgets: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Authority €** | **Budget Code** | **Sample Signature** |
|  | 10,000 |  |  |
|  | 10,000 |  |  |
|  | 10,000 |  |  |
|  | 10,000 |  |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Budget Holder)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_