

This form may be printed or filled out online and then printed.

If you need to add someone, please have everyone resign form.



Finance Department
Accounts Payable, 6th Floor
2400 Washington Avenue
Newport News, VA 23607

Quick Entry Authorized Signature List

DEPARTMENT/DIVISION

_____ Typed or Clearly Printed Name	_____ Signature
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_____ Typed or Clearly Printed Name	_____ Signature
_____ Typed or Clearly Printed Name	_____ Signature

DEPARTMENTAL HEAD APPROVAL

Typed or Clearly Printed Name

Signature

PLEASE NOTE: We MUST have original (pen & ink) signatures on file in Finance.