

# Employee Financial Permissions

Please print legibly

Employee Last Name

First Name

Catnet Login

Employee ID #

Department or Division & Position Title

Dean/Director/Supervisor Name

Self Service Budget Access

Yes  No

Linfield Credit Card Holder\*

Yes  No \*New cardholders must fill out Credit Card Application (see link on AcctsPayable Resource page in Financial Forms section)

Purchasing Profiles: ie Amazon Prime, Staples

Yes  No

Manage Only Dept Credit Cards Online

Yes  No

Signing Authority Amount for Check Requests, Invoices, & Requisitions

\$500  \$1,000  \$2,500  \$5,000  \$10,000

## Authorized account numbers:

List specific accounts, range of accounts, or narrative describing area of signing & budget authority, (i.e. Music accounts, include budget and special designated/gift accounts).

Employee Signature / Date

Supervisor Signature/Date

Area VP Signature / Date  
if needed

Note: Any changes to signing limits must have VP approval

Please fill out one form for **EACH** employee that currently has or needs financial permissions.  
Return to Accounts Payable promptly.