

Employee Financial Permissions

Please print legibly

Employee Last Name

First Name

Catnet Login

Employee ID #

Department or Division & Position Title

Supervisor/Director Name & Signature

Self Service Budget Access

Linfield Credit Card Holder*

Yes No

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

Manage Only Dept Credit Cards Online

Yes No

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 and Date

Area VP Signature if Signing Authority

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.