



Signature Authorization Form

(Please send completed form to Payroll Office University of Oregon Eugene OR 97403-0237)

Purpose:

When you submit your student's time sheets each month, the University of Oregon's Payroll Office staff will compare the signature of the supervisor in your agency who signed the time sheet to the signature written on the Signature Authorization Form. This form should list all supervisors in your agency who will be certifying the student time sheets. You will need to send updates to this form as personnel changes occur at your agency.

Please refer to our website at <http://baowww.uoregon.edu/OffCampus/ws.htm>

Employer Information:

Agency Name	
Agency Address	
Contract Number	

The following agency personnel are authorized to sign time sheets for work-study students:

Printed Name	Signature

Signature Authorization:

	Name	Signature	Phone	Date
Prepared By				
Agency Representative				