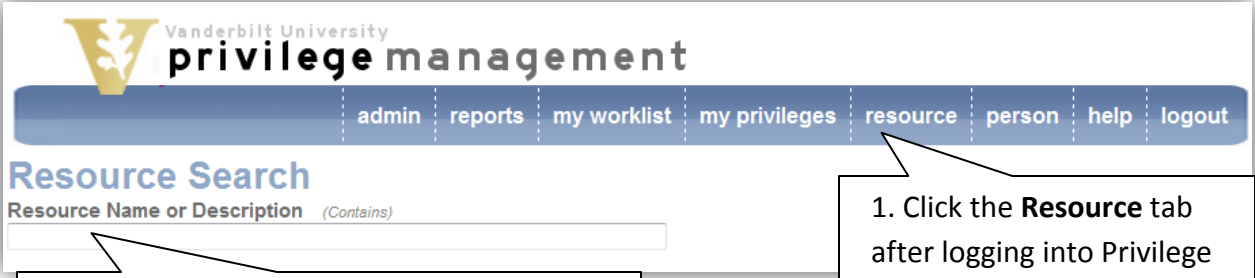


Who can Sign my Form or Approve my Purchase?

Requisitions, check requests, 1180s and travel expense reports must be signed by someone in your department who has proper Signature Authority and is at a level higher than the form's requestor. Use **Privilege Management** to find an authorized signer for your form:

- Log into Privilege Management at <https://finance.mc.vanderbilt.edu/ebiz/> using your VUnet ID and ePassword.
- Once you log into Privilege Management, click the **Resource** tab.
- Type in the center number from your req.



The screenshot shows the 'privilege management' interface for Vanderbilt University. The navigation bar includes tabs for 'admin', 'reports', 'my worklist', 'my privileges', 'resource', 'person', 'help', and 'logout'. The 'resource' tab is highlighted. Below the navigation bar is a 'Resource Search' section with a search field labeled 'Resource Name or Description (Contains)'. Two callout boxes provide instructions: one points to the 'resource' tab and the other points to the search field.

1. Click the **Resource** tab after logging into Privilege Management.

2. Type the center number from your form in the search field. Click the center when it appears in the list to select it.

Click the **By Privilege** tab on the Resource Details page.

Expand **Procurement and Disbursements**. (see next page)

- Under **Procurement and Disbursements**, click the plus sign to expand the privilege that pertains to your form. See the chart below for definitions of the Procurement and Disbursement Privileges.

Privilege	Definition
SigAuth 1180/SSR	Person with privilege can sign 1180 forms.
SigAuth Capital Req	Person with privilege can sign Capital Requisitions (C-reqs).
SigAuth Check Req	Person with privilege can sign check request forms. This form is used for refunds, reimbursements, and payments for services other than consulting projects totaling \$5,000 or more.
SigAuth Check Travel Ad/Exp	Person with privilege can sign Travel Advance and Expense Forms (paper forms). This process is used for the advance payment or reimbursement of expenses for travel outside the Metro area.
SigAuth Purchase Req	Person with privilege can sign Purchase Requisitions "A-reqs and S-reqs)
SigAuth Travel Auth	Person with privilege can sign Travel Authorizations (paper form). This form is used by an employee to request travel.



- When you expand a privilege, you will usually see one or more dollar limits listed. Click the plus sign next to the dollar limit that is closest to and inclusive of the dollar amount on your form. (If you do not see dollar limits under the privilege you expanded, skip to the next step.)
- You will see **Inherited** and/or **Direct** listed under the privilege. If **Direct** appears, click the plus sign next to it to expand it. Anyone listed can sign your form. If Direct is not listed under your privilege, click **Inherited**. Anyone listed there can sign your form.

by person by privilege
expand all collapse all

- + Financial
- + Human Resources
- + Privilege Management
- Procurement and Disbursements
 - + BO Corp Viewer - APPO
 - + eProcurement Viewer
 - + SigAuth 1180/SSR
 - + SigAuth Capital Req ← 1. Expand the privilege.
 - SigAuth Check Req ← 2. Expand the dollar limit (if present).
 - Dollar Limit: All
 - + Inherited
 - Direct ← 3. Expand **Direct** (if present) or **Inherited**.
 - Price, Betty L
 - + SigAuth Check Travel Adv/Exp
 - + SigAuth eProcurement Executor
 - + SigAuth Purchase Req
 - + SigAuth Small PO
 - + SigAuth Travel Auth



Incorrect signatures are the **#1 reason** forms are returned to departments unprocessed. Be sure to use Privilege Management to get your form processed on time!

