

Department of Health & Mental Hygiene  
Office of Finance  
**DESIGNATION OF AUTHORITY TO APPROVE FINANCIAL DOCUMENTS  
(SIGNATURE CARD)**

Appropriation No (8 digit Code): \_\_\_\_\_ Unit/Agency Title: \_\_\_\_\_

**Instructions:** This form must be completed for each individual authorized to approve financial transactions (FUNCTION). Electronically complete, print, sign, and e-mail Signature Card. **Signature Card document must be named as follows “Appropriation Number\_Signer’s Full Name\_Effective Date” and emailed to DHMH.SIGNATURE\_CARD@MARYLAND.GOV.**

Select Position:                      EXECUTIVE DIRECTOR                                      FINANCE DIRECTOR                                      FISCAL PROXY

**\*FUNCTION LEGEND**

**AP (Accounts Payable)** = Authorize refunds, payments to vendors (i.e. PO’s, BPOs; direct vouchers), expense accounts, Interagency Payments, disbursements electronically interfaced to FMIS

**AR (Accounts Receivable)** = Requests to establish, reduce or cancel customer’s invoices

**JE (Journal Entries)** = Journal entries (i.e. interagency transfers, accruals)

**WF (Working Fund)** = Working fund request, travel advances

**FUNCTION**  
(Check all that apply)

| Print Name and Title | Sample Signature and Initials | A | A | J | W |
|----------------------|-------------------------------|---|---|---|---|
|                      |                               | P | R | E | F |
|                      |                               |   |   |   |   |

Telephone No.: \_\_\_\_\_ Email address: \_\_\_\_\_

**Authority to Approve Financial Transactions:** The individual signing above has direct authority and related responsibility to authorize transactions for the “Function” checked above. This individual is knowledgeable and will follow the policies and procedures established, by the Office of Finance and the Comptroller of Maryland’s General Accounting Division, for the function(s) to which they are being granted authority.

Signature of Agency Head \_\_\_\_\_ Effective Date: \_\_\_\_\_

**(NOT VALID WITHOUT SIGNATURE)**