

DEPARTMENT HEAD AUTHORIZATION FOR ENCUMBERING DOCUMENTS

Agency, College/University, Board or Commission: _____

OAKS Business Unit: _____

The following person is the authorized Department Head name and Title to be printed on purchase orders generated in OAKS. This authorization is effective as of this date.

Department Head Name (*Please Print*): _____

Title (*Please Print*): _____

Effective this _____ day of _____, 20_____

Printed Name of Chief Fiscal Officer

Signature of Chief Fiscal Officer

Return Authorization to:

Scan the signed document and email to the OAKS Helpdesk at oaks.helpdesk@oaks.state.oh.us.

Whenever a change is required a new authorization must be submitted by the agency's Chief Fiscal Officer or Director.

Rev. 11/16/11