

# Grant Information Memoranda (GIM) 2

## Attachment C

### Authorization to Initiate/Approve Acquisition of Goods, Services and/or Travel Form

UNIVERSITY OF WASHINGTON CORRESPONDENCE  
INTERDEPARTMENTAL

The individuals identified on the list below are authorized to initiate/approve acquisition of goods, services and/or travel related to the type of actions listed.

Department: **Earth and Space Sciences**

Budget #: \_\_\_\_\_

P.I.: \_\_\_\_\_

*Please place an X in boxes to indicate type of actions each person is authorized to do.*

PRINTED NAME	SIGNATURE	REIMBURSE -MENT	FIELD ADVANCE	CAMPUS STORES & SERVICES	PURCHASE REQUEST	SIGN INVOICES/ RECEIVING REPORTS	TIME SHEETS	TRAVEL

Reimbursement: Authorized to submit reimbursement form.

Field Advance: Authorized to submit field advance form.

Campus Stores: Authorized to make purchases from campus stores & other campus services

Purchase Request: Authorized to initiate purchase with outside vendors.

Sign Invoices: Authorized to approve invoices and receiving reports with charges exceeding \$2,500 per purchase.

Time Sheet: Authorized to approve time sheets.

Travel: Authorized to approve travels, but not one's own travel request.

Signature: \_\_\_\_\_

Principal Investigator

Date: \_\_\_\_\_