

Louisiana State University
PRO System Electronic Signature Authorization

College or Department _____
 Contact Person _____
 Contact Phone _____ Contact Email _____

All full-time faculty and staff are automatically given PROPUBLIC security which allows requisitions, purchase order alterations and receiving reports to be created – no special authorizations are required.

PROAUTH security is required to electronically approve requisitions, bid tabulations and purchase order alterations. All requests for PROAUTH security must be reviewed and approved by the Chief Procurement Officer prior to becoming effective.

The examples below indicate the various ways to enter the scope of authorization. In the example, John Doe is given signature authority for all accounts beginning with 18853. Jane Smith is given signature authority on all accounts beginning with 188 and all accounts beginning with 18919. Betty Jones is given signature authority only on two specific accounts.

Example Authorizations for Electronic Signatures

| Employee Name | PAWS ID | Scope of Signature Authority |
|---------------|----------------|------------------------------|
| John Doe | Jdoe@lsu.edu | 18853 |
| Jane Smith | Jsmith@lsu.edu | 188 |
| Jane Smith | Jsmith@lsu.edu | 18919 |
| Betty Jones | Bjones@lsu.edu | 188530500 |
| Betty Jones | Bjones@lsu.edu | 188530501 |

Please complete the information below for those individuals who are to be delegated PROAUTH electronic signature authority to approve documents and commit funds against the account number scope(s) listed. Indicate if the action represents a new signature authority, or a deletion of an existing PROAUTH security.

| Employee Name | PAWS ID | Scope of Signature Authority | <input checked="" type="checkbox"/> Indicate Desired Action: | |
|---------------|---------|------------------------------|--|--------|
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 Signature of Dean, Director or Department Head _____
 Date

Please return completed form to: Marie Frank, MPA, CPPB, Director of Purchasing and Property Management, Office of Purchasing, 213 Thomas Boyd Hall, fax 578-2292.