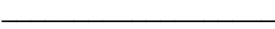


# Authorized Signatories and Approvals

This document lists the individuals who are authorized to sign documents and approve transactions on behalf of [Company/Organization Name]. The authority and scope for each signatory are as specified below.

## List of Authorized Signatories

Name	Designation	Sample Signature	Approval Limit	Scope/Remarks
Jane Doe	Chief Executive Officer		Up to \$500,000	General and strategic approvals
John Smith	Chief Financial Officer		Up to \$250,000	Finance, contracts, and payments
Alice Johnson	Operations Manager		Up to \$50,000	Operational expenditures
Bob Lee	Admin Officer		Up to \$10,000	Routine admin & petty cash

## Effective Date

This approval authority list is effective from [Effective Date] until further notice or revision.

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[Name & Title]

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

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[Name & Title]

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

## Important Notes

- This document must be reviewed and updated periodically or whenever there are changes in management.
- Only persons listed above are authorized to approve and sign documents within the specified limits.
- Any unauthorized signature or action outside the approval limits may not be recognized by the organization.
- This document should be kept confidential and shared only with relevant personnel.