

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.

[Name & Title]

Date: _____

[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.