In compliance with UW Guidelines for Purchasing Equipment and Supplies
http://www.washington.edu/admin/rules/APS/52.01.html), all purchases and requests for
reimbursement (including petty cash) must have TWO signatures on the Department request for
purchase form: One signature by the requester and the second signature by a person with
budgetary authority, i.e. the requester's advisor/supervisor. In the case of a graduate student,
his/her research advisor or a post-doc with delegated signature authority is permitted. If the
requester is a faculty member, the order must be approved by the Department Administrator,
Chair, or an Associate Chair). This requirement will be adhered to without exception.

Delegation of signature authority information can be found at
http://www.washington.edu/research/gca/uwin/signature.html and sample documents at