

State of New Mexico
Department of Finance and Administration
Financial Control Division
AGENCY HEAD AUTHORIZATION FORM

Business Unit Name

Business Unit Number

Agency Contact

Phone Number

Name of Purchase Order Signatory

SIGNATURE IN BLACK INK AS IT WILL APPEAR ON PURCHASE ORDER

Note: If the signature above is someone other than the Agency Head, then the Agency Head must delegate the authority.

The Agency Head authorizes the individual above to be the authorized signor whose facsimile signature will appear on all purchase orders for the agency.

Signature: _____
Agency Head (Delegating Authority-DFA Rule 78-5)

Title: _____

Date: _____