

TO: Ohio DAS-HRD-Office of Talent Management

Date:

Subject: Signature Authorization

EFFECTIVE IMMEDIATELY

The following employee(s) are authorized to sign all position descriptions for the Director of .

\_\_\_\_\_  
Signature of Appointing Authority

The following are samples of signatures as will be executed by:

<b>Employees Authorized to Sign for the Appointing Authority:</b>	<b>Authorized Signature of the Appointing Authority's name</b> (each employee authorized to sign should affix his/her rendition of the Appointing Authority's signature)	<b>Employee's Initials</b>	<b>Date</b>

This form replaces any previous signature authorization on file for the .