

DELEGATION OF AUTHORITY LETTER

By means of this letter, I, as Delegating Official, delegate the authority described below to the person signing below (Delegate) on the following terms and conditions:

1. The Delegate may review and execute, on my behalf, contracts in an amount not to exceed \$ _____ .00.
2. The contracts subject to this delegation are those relating to:
3. The effective date of this delegation is _____ and shall remain in effect until revised or revoked by Delegating Official.
4. The authority delegated in this document shall not be sub-delegated.
5. This delegation is subject to the University Contract Approval and Signatory Authority Policy (Policy).
6. This delegation is subject to the following additional restrictions: *[Delegating Official may add additional terms, if applicable, e.g., maximum duration of contract.]*

Delegating Official

Name:
Title:

Date

Acknowledged and agreed (by Delegate):

Name:
Title:

Date

Approved *

Name:
Title:

Date

cc: General Counsel [to be transmitted electronically within 2 business days of execution].

* Approvals of delegation of authority shall not be required when the Delegating Official is a Responsible Official, as set forth in the Policy. If the Delegating Official is subordinate to the Responsible Official, the Responsible Official must approve further delegations.