**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: Date

Title:

Acknowledged and agreed (by Delegate):

Name: Date

Title:

Approved **\***

Name: Date

Title:

cc: Sr. Vice President, Finance and 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.