

DELEGATION OF AUTHORITY LETTER

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

1. The Delegate may review and execute, on my behalf, contracts in an amount and duration not to exceed \$ _____ and _____ [period of time] respectively.

2. The contracts subject to this delegation are those relating to

[describe nature of contracts]

3. The effective date of this delegation is ____/____/____ and shall run only the end of the current academic year unless earlier revoked by Delegating Official.

4. This delegation is made pursuant to the University Contract Approval and Signatory Authority Policy ("Policy") and is subject thereto.

Delegating Official

Name:

Date

Title:

Acknowledged and agreed (by Delegate):

Name:

Date

Title:

Approved *

Name:

Date

Title:

cc: 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.