

DELEGATION OF AUTHORITY FORM

This form must be completed by the Principal Investigator (PI), and then forwarded to the delegate and the departmental fiscal officer/financial manager. Forms must be uploaded into the eRS system and maintained for the life of the award. The documentation must be retained even if superseded by an updated delegation. This form will follow the record retention policies of the related sponsored award.

Authorization – Agreement to initiate procurement of goods or services to the University and ensure that the transaction complies with University policies and federal and state regulations. This internal control is sometimes known as “approval” for initiating the transaction

I authorize the individuals named below to make transactions in my name that are necessary to accomplish the objectives of the referenced sponsored activities. The individual to whom the signature authority is delegated has direct knowledge of the needs of the project or activity.

All expenditures must be in accordance with the terms of award and any other applicable regulations.

I understand that, as the PI, I retain ultimate responsibility for assuring that all expenditures are fully allowable by the sponsor and appropriate for University activities and are in compliance with University policies and procedures, as well as applicable federal regulations.

(PI) (Signature) _____ Date _____

PI Name (Print) _____ Fund Number _____

Delegated Individual:

Name	Delegation Period	
	Start	End

Add Remove

to coincide with project start/end dates

Limitations

I agree to function as a delegate to purchase goods and services for the above mentioned sponsored award. I certify that I have:

- Direct knowledge of the sponsored award
- Awareness of terms and conditions of award
- Awareness of compliance requirements
- Knowledge of the transactions that I approve.

Delegate Signature

Date