

Authorization by Signature

This form is to document delegated approvals for transactions and budget commitments including, but not limited to, P-Card approvals, travel & hosting, personnel, timesheet approval and other approvals.

The approver should be in a higher level position of authority with the ability to determine the appropriateness and reasonableness of budget commitments, purchasing decisions, and transactions, as well as having direct understanding and knowledge of the transaction being approved.

When the employee currently in the higher level position of authority is unable to serve as the approver, s/he should delegate their approval to another employee (the "assignee") to handle financial, budget, personnel and other matters in their absence.

When delegating an approver role, please note that:

- Approval delegation(s) should always be documented in writing using this form;
- The assignee should be in an independent role or task which they have been delegated;
- The assignee should have the authority and knowledge to assess the appropriateness and reasonableness of transactions and commitments;
- **The employee delegating their approval authority remains accountable for transactions and commitments made on their behalf.**

Effective Beginning: \_\_\_\_\_ Effective Through: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

I authorize \_\_\_\_\_,  
Employee Name Title

the following approvals:

- P-Card approvals  Additional Pay Transactions
- Business travel & hosting expenses  Budget Clearance for Staff Positions
- Budget encumbrances & commitments  Budget Clearance for Faculty Positions
- Time Approval  Other: \_\_\_\_\_

Delegator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Title

Assignee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Title

This form is the only proof of delegation of authority for the listed transactions. The form should be reviewed and renewed annually with a signed copy on file in the Unit and Financial Services. The assignee must keep a copy of this form for a period of three years from the "effective to" date. Reference: SPG 500.01 – Fiscal Responsibilities – and SPG 601.24 – Delegation of Authority – on the responsibilities for financial controls and the obligations of those exercising delegated authority.