



### FIN 507 Delegation of Signing Authority Form

#### for all Contracts, Purchase Requests, and Invoice Approvals

**Designate:** As stated in *FIN 507 Delegation of Authority*: "The individual who has been delegated authority to sign contracts, approve purchase requests and approve invoices up to a maximum of \$5000.00".

This form must be completed and returned to Finance to appoint a designate. If this form is not on file with Finance, the responsibility will remain with the signing officer indicated in the *FIN 507 – Appendix A Contract Review and Signing Authority*.

**Note:** Where Signing Authority is delegated, responsibility remains with the position named in *FIN 507 Delegation of Authority Policy*. This form will also be used to identify approver's signatures.

Date (or Date Range for Temporary):

Name: Signing Officer- Delegating Authority\*:

\*Must be Director or higher

Title:

Department Name:

Signing Officer's Signature:

I authorize the manager/chair listed below to have authorization for the Department and unit numbers indicated to approve Contracts, Purchase Requests and Approve Invoices up to \$5000.00.

Expenditure Authorization For:	Up To \$5000
Contracts, Purchase Requests, and Invoice Approvals	o
Exception: Advancement & Development Contracts	\$100,000.00

Authorized Designate Name:

Title:

Department:

Able to Approve for Unit(s)\*\*:

\*\* Multiview Unit Numbers Only

**As a designate I will ensure that approvals are in accordance with *FIN 200 Procurement Policy* and that sufficient funds are available in the unit budget and/or funding project.**

Signature of Designate: