



FIN 507 Appendix C

Temporary Delegation of Authority Form

A temporary delegation of authority is permitted during an absence of an employee that has permanent authority (*FIN 507 Delegation of Authority*, s.6.1). A temporary delegation of authority must be in writing and submitted to the Finance Department.

DELEGATION

I hereby delegate temporary authority to:

(print name and title)

This authorization is for all financial and contract signing authorities.

This authorization will remain in effect from _____ until _____
(start date) (end date)

APPROVAL

I have read *FIN 507 Delegation of Authority Policy* and with that policy, I do hereby delegate authority as outlined above:

(signature of Delegating Authority)

(Date)

(print name and title)

(signature of Delegated Approving Authority)

(Date)

(print name and title)