

## Authorization by Signature Form

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This form is used to delegate approval authority for transactions pertaining to the P-Card, business travel, business hosting, and other approvals. It should be maintained locally in the department, although may be requested in certain cases (e.g., attached to a Concur Expense Report)\*.

The approver should be in a [higher level position of authority](#) who is able to determine the appropriateness and reasonableness of the activity.

If the person in the higher level position of authority cannot serve as the approver, s/he should delegate the role to someone else (the “assignee”). **When delegating the approver role, please note:**

- The delegation should be in writing using this form.
- The person delegating does not give up their accountability.
- The assignee should be in a role independent of the submitter (i.e., assignee should not report to submitter).
- The assignee should have the authority and knowledge to assess the appropriateness and reasonableness of the activity.

Unit/Department: \_\_\_\_\_

Effective from: \_\_\_\_\_ Effective to: \_\_\_\_\_

I authorize \_\_\_\_\_, \_\_\_\_\_  
name title

the following approvals:

- P-Card transactions
- Business travel expenses
- Business hosting expenses
- Out-of-pocket reimbursements
- Other – Please explain \_\_\_\_\_

Signature of Delegator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Assignee: \_\_\_\_\_ Date: \_\_\_\_\_

\*Notes:

- This form is the only proof of delegation of internal authority for the listed transactions. The form should be reviewed and renewed annually. The assignee must keep a copy of this form for a period of three years from the “effective to” date.
- This delegation form is not applicable to and cannot be used for Regental Bylaw delegations, SPG 601.24 delegations or other Federal or State statutory authority.
- Users do not need to complete this form for on-line Approver Table delegations or for on-line Timekeeping Approval delegation.