Authorization by Signature Form

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 ___________________________, ___________________________

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.