



Delegation of Authority

New Modify/Update

Division Name:	<input type="text"/>	Request Date:	<input type="text"/>
Contact Name:	<input type="text"/>	Contact Phone:	<input type="text"/>
Contact Email:	<input type="text"/>	Banner Index#	<input type="text"/>

Authority for Initiating and Approving: Invoices, Purchase Requisitions, Purchasing Card Receipt Submission form, Payroll Timesheets **(Authority may not be delegated for employment contracts, letters of hire, letters of appointment, retirement and post-retirement agreements, additional compensation forms, conflict of interest disclosures, or timesheets.)** Authority should only be granted to division heads and those individuals with budget and expenditure responsibilities.

In the following table please list ALL individuals who are authorized to approve all expenses AND, approve employee timesheets for your division (including the division director):

<u>Name of Delegate</u>	<u>Position</u>	<u>Banner ID</u>	<u>Index</u>	<u>\$ Threshold</u>	<u>HR Delegation</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If more space is needed, please attach additional sheets.

By delegating signature authority to an approver the division director / dean attests to the following:

- The delegate is willing and qualified to make decisions on behalf of the division director/dean in accordance with the University's policy on Delegation of Authority.
- The division director/dean has implemented appropriate controls and review processes to maintain accountability for all transactions. Such controls might include segregation of the reconciliation and approval functions and/or detailed review of financial records and employee personnel and payroll transaction records by the division director/dean or someone other than the delegated approver.

Signature of approver indicating willingness to accept delegated authority:

<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
	<i>(Print Name)</i>		
<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
	<i>(Print Name)</i>		

Authorization:

<input type="text"/>	<input type="text"/>	Date:	<input type="text"/>
<i>(Division Director / CEO/Dean Signature)</i>	<i>(Print Name)</i>		