

**SAMPLE DELEGATION OF AUTHORITY LETTER**

By means of this letter, I, [name and title], delegate the authority herein described to [position title and name], on the following terms and conditions:

1. The [title] may review and execute, on my behalf, contracts in an amount and duration not to exceed [dollar limit] and [period of time] respectively.
2. The contracts subject to this delegation are those relating to [describe nature of contracts].
3. The effective date of this delegation is [specify]. It shall run until I revoke it, the delegate is no longer serving in the position described in this delegation, or the end of the fiscal year, whichever comes first.
4. **The authority delegated in this document shall not be sub-delegated.**

[signature]  
\_\_\_\_\_ Date:  
[Name  
Title [delegating official]

Acknowledged and agreed:

[signature]  
\_\_\_\_\_ Date:  
Name  
Title [delegate]

Approved:

[signature]  
\_\_\_\_\_ Date:  
[Title] \*\*

cc: University Controller

**\*\* Both the appropriate Vice President and the Provost & Senior Vice President must approve if the delegating official is subordinate to the Vice President. The Provost & Senior Vice President must approve delegations from a Vice President or Dean to a subordinate**