SAMPLE DELEGATION OF AUTHORITY

EXECUTION OF UNIVERSITY CONTRACTS

I hereby delegate my signing authority for the types of contracts listed below to [insert position title], on the following terms and conditions:

1. This delegation applies to the following types of contracts:

   _____________________________________________________________

2. [Omit if not applicable] This delegation applies to contracts in an amount not to exceed [insert dollar limit].

3. [Select one] The effective date of this delegation is [set out start date] and it shall end on [set out end date].

   OR
   The effective date of this delegation is [set out start date] and it shall run until revoked by the delegator or his/her successor.

This delegation is made pursuant to the University’s Contract Management and Signing Authority Policy (MAPP 1.49), the procedures issued under that Policy, and [specify any other applicable Policy], and is subject thereto.

________________________    Date________________________
Signature

________________________
Name and Title [Delegator]

Declaration of Delegate: I hereby accept the authority delegated to me to execute the above-noted contracts on behalf of The University of Western Ontario. I understand that as a signatory I will be responsible for complying with the requirements imposed on signatories of University contracts as set out in “Procedures for Negotiating, Approving and Signing University Contracts”.

________________________    Date________________________
Signature

________________________
Name and Title