**LETTER TEMPLATE**

**SALUTATION IN LETTER**

To Whom It May Concern:

By means of this letter, I, , , acknowledge that the ultimate responsibility for the delegation as set forth herein remains with me, and I hereby delegate the authority herein per the Contracts & Grants Signature Authority Policy section **(description)** based on the following terms and conditions:

* **Name/Title** may review and execute, on my behalf, contracts in an amount and duration not to exceed $\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_.
* The transaction and agreements subject to this delegation are those relating to the business and operations of **(department or school)**.
* The effective date of this delegation is , 20\_\_ and shall run for the lesser of \_\_\_\_\_\_\_\_\_\_\_ or one year.
* The authority delegated is not subject to sub-delegation without my prior and express written consent.
* In cases of extreme emergency where I cannot be reached **(nor any of my direct superiors who have authority)** and a contract or agreement that is not otherwise delegated herein must be executed to protect the interests of the institution, they may execute such agreements or contracts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Individual with Final Date

Signature Authority

Approved.

Signature of Next Higher Level of Authority Date

Distribution:

Controller’s Office

Department or School Business Manager

Vice President or Provost responsible