School of Public Health

Delegation of Authority to Approve Business Transactions under $5,000

# Current University business policies allow Principal Investigators to routinely delegate approving authority up to $5,000 to affiliated persons with suitable technical expertise. To best track these delegations for the School of Public Health, the SPH Business Office will maintain a Google document of all SPH delegations. To delegate your approving authority up to $5,000, please use the form below.

**Individual Delegating Authority:**

|  |  |
| --- | --- |
| **Name:** | **Title:** |
|  |  |

# Specific Authority Delegated:

All of my funds

Only funds associated with my centers

Only these specific centers:

|  |
| --- |
| **Center Name:** |
|  |
|  |
|  |

Only these specific funds:

|  |  |
| --- | --- |
| **Fund Name:** | **Fund Number:** |
|  |  |
|  |  |
|  |  |

**Named Delegate:**

|  |  |
| --- | --- |
| **Name:** | **Title:** |
|  |  |

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Signature of Named Delegate Date

**Signature and Acknowledgement of Retention of Accountability:**

The above individual has reasonable technical knowledge about my research projects and is qualified to fulfill the responsibility. I understand that while I may delegate the authority to the individual named above to approve business transactions, I remain accountable for the areas of responsibility in managing the expenditures against my funds.

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Principal Investigator Date