

**MEMORANDUM**

Date:

To: [person(s) obtaining delegated authority]

From: [person delegating signature authority]

Re: Delegated Signature Authority for [insert agreement type(s)]

This memorandum delegates signature authority to you on behalf of the University to establish [insert agreement type(s)] specific to the [insert campus unit]. Attached [is/are] the template [insert agreement type]; templates shall not be modified without my approval and the approval of the Office of General Counsel

To acknowledge acceptance of responsibilities associated with delegated signature authority, please sign and return a copy of this page.

Attachments

cc: Mike Poterala, VP for Legal Affairs & General Counsel

 Office of Faculty Affairs

 [additional personnel to copy]

I accept this delegation of signature authority as an authorized University employee specific to [insert agreement type(s)] within the [insert campus unit]. I understand that I am accepting full authority, responsibility, and accountability for actions that I may initiate on behalf of the University.

[Printed Name] Date