

**MEMORANDUM**

Date:

To: [person(s) obtaining delegated authority]

From: [person delegating signature authority]

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

This memorandum temporarily 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

Signature authority is delegated for the period starting [start date] and ending [end date], at which point the authority delegated via this memorandum shall terminate.

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

Attachments

cc: Jay Rosselló, VP for Legal Affairs and 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