

UNIVERSITY OF IOWA
DELEGATION OF SIGNATURE AUTHORITY-Procurement Forms

If authority to approve purchases is delegated to another person, then it is important that the individual understands the limit of their authority and that they may not further subdelegate this authority. The person delegating signature approval authority is ultimately responsible for the actions of others.

DEPARTMENTAL INFORMATION

Name of DEO: _____

Title: _____ Department: _____

Campus Address: _____ Telephone No.: _____

Name of the Individual to Whom Spending Authority is delegated : _____

Telephone No.: _____

AUTHORIZED USES

<u>FORMS (check all that apply)</u>	<u>Maximum Authorized Limit</u>
Purchase Requisitions	\$
Non-PO Vouchers	\$
Procurement Card Vouchers	\$
Travel Expense Vouchers	\$

OTHER LIMITATIONS

Authority is granted only during the absence of the signer.

Authority is granted on a case by case basis.

See detailed description on back of form.

I understand and agree to comply with authorized uses and limitations regarding the spending authority delegated to me. Any misuse by me may result in disciplinary action.

Signature of Person Accepting Delegated Authority

Date Signed

The undersigned have read and understand the authorized uses and limitations contained in the Signature Assignment. A periodic review of the authorized uses and limitations is recommended (at least annually).

Signature of Person Granting Signature Authority

Date Signed

**Authorized person granting signature authority is responsible
for maintaining this form in the Department.**

THE UNIVERSITY OF IOWA

SPECIFIC USES AND LIMITATIONS OF DELEGATED SIGNATURE AUTHORITY

PERIODIC REVIEW RECORD*

Date of Review

**Signature of Person
Granting Signatory
Authority**

**Signature of Person
Receiving Signature
Authority**

*Recommend at least an annual review coinciding with performance review of person holding delegated signature authority. Please update the delegated authority form as staff is hired or terminated.

**Authorized person granting signature authority is responsible
for maintaining this form in the Department.**