**Delegation of Authority Memo**

To: Ted Hanson, CEE Administrator

From: PI Name

Re: Delegation of Authority

This memo represents authorization for the following personnel to conduct some fiscal procedures on my behalf, as outlined below, and consistent with criteria indicated in [Grants Information Memorandum 2](https://www.washington.edu/research/policies/gim-2-acceptance-of-sponsored-program-awards-and-fiscal-compliance-on-sponsored-program-accounts-budget-numbers).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Title** | **Action(s)** | **Budget** | **$ Limit** |
| See Notes Below | **U=Unlimited** | |
| Laura Lowes, CEE Chair | All | U | U |
| Ted Hanson, CEE Administrator | All | U | U |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Actions(s):

1. Buy – general actions are indicated below
   1. Authorized to initiate purchase from campus units (e.g. cost centers)
   2. Authorized to initiate purchase of goods/services with outside vendors (typically through ProCard, Purchase Orders, or eProcurement)
   3. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Approve – general actions are indicated below
   1. Authorized to approve invoices and receiving reports
   2. Authorized to approve reimbursement requests
   3. Authorized to transfer expenditures to or from authorized budget(s)
   4. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget/$ Limit: List specific budget and per transaction dollar limit or “U” for all budgets/unlimited

**Notes:**

* The individual to which the signature authority is delegated should have direct knowledge of the needs of the project/budget, i.e., how a specific purchase benefits or is needed by the project/budget, or have written instructions from someone who does have such knowledge.
* Faculty/PIs may not delegate signature authority for FECs, GCCRs, or Field Advances.

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Faculty/Principal Investigator Signature & Date