

# Instructions for Delegation of Sign



DELEGATION OF SIGNATORY AUTHORITY **TEMPLATE**

No.: \_\_\_\_\_

Type of Delegation:

\_\_\_\_\_ Original:

\_\_\_\_\_ Sub-Delegation of Delegation Number: \_\_\_\_\_

Delegator: \_\_\_\_\_

Delegatee: \_\_\_\_\_

Restrictions, Obligations and University Authority: USF Policy 0-100 provides the parameters of Signatory Authority and includes restrictions and obligations for the signing of any contracts that involve (a) Debt Management, (b) International Programs, (c) Multi-State Contracts, (d) Personnel, (e) Procurement of Goods and Services, (f) Real Property, and (g) Research. Each Delegator and Delegatee is responsible for understanding the Restrictions and Obligations set forth in USF Policy 0-100.

Delegated Signatory Authority:

Sub-Delegation Authority: This Delegation **may/may NOT** be Sub-Delegated.

Signature of Delegator: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Name of Delegator: \_\_\_\_\_