

B200 – 1FORM Delegation of Budget Owner Responsibility

Name and Position of Delegator: _____

Name and Position of Delegate: _____

Department responsibility is being delegated for: _____

Start Date: _____

Stop Date: _____

Restrictions on delegation of responsibility:

I have read and I understand *B200 – 2PR Delegation of Budget Owner Responsibility Procedure* and I agree to abide by it. I hereby delegate responsibility to the above named delegate for the above named department.

Signature of Delegator

Date

I hereby accept responsibility for expending or releasing funds for the above referenced department. I have an appropriate level of knowledge of the applicable College policies and procedures. Where applicable I have an appropriate level of knowledge of any externally imposed conditions, regulations and guidelines.

Signature of Delegate

Date

Retain original in department.

Copy 1 – Accounts Payable

Copy 2 – Purchasing

Revised June 2014