



DELEGATION OF AUTHORITY

By means of this letter, I, *(type in name)*, (the Delegating Official), delegate the authority herein described to *(insert delegate name)* (the delegate), on the following terms and conditions:

1. The Delegate may act and sign on my behalf.
2. The effective date of this delegation is *(enter start date)* and shall run until *(enter end date)*, or until revoked by the delegating official or his/her direct supervisor.
3. The authority delegated is not subject to sub-delegations without my prior and express written consent.

Signature (Delegating Official) _____

Name and Title _____

Date _____

Acknowledge and agreed:

Signature (Delegate) _____

Name and Title _____

Date _____