

Appendix 3

Sample Delegation Document

I, [name and title] _____, hereby delegate to _____ my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority to sign the following type(s) of Contracts:

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This delegation is limited to Contracts involving a total University expenditure of \$_____ or less.

This delegation shall remain in effect until revoked by me or my successor. [Alternative: It shall remain in effect for a period of XX years/months/days]

cc: Office of Counsel