**DELEGATION OF SIGNATURE AUTHORITY FORM**

Instructions

In accordance with ISUPP 10500, only certain authorized ISU personnel have inherent signature authority, which may be delegated to others. All delegations of signature authority must:

* Be in writing on this form
* Be made to an individual over whom the delegator has direct oversight
* Be submitted to the Office of the General Counsel for record-keeping
* Be reviewed annually

The person delegating signature authority does not give up accountability or responsibility to ensure all contracts are reviewed and approved in accordance with policy and budget requirements.

Delegation of Signature Authority

[NAME and TITLE] (“Delegator”) hereby delegates signature authority to [NAME and TITLE] (“Delegatee”), under the following terms and conditions:

1. [NAME and TITLE] may review and execute contracts related to [SPECIFY PERMISSIBLE CONTRACTS, DOLLAR AMOUNT THRESHOLDS, EXCEPTIONS, ETC].

2. The effective date of this delegation is [INSERT EFFECTIVE DATE] and shall be reviewed annually in accordance with ISUPP 10500 until revoked. Delegator may revoke at any time by informing the Office of the General Counsel.

3. The authority delegated in this document shall not be sub-delegated.

4. The Delegatee must read and assess the appropriateness and reasonableness of all contracts prior to signature and must attend any contract training required by the Office of the General Counsel.

Both parties understand and agree to be bound by university policies regarding contract authority and procurement practices.

**Delegator: Delegatee:**

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[NAME] [NAME]

[TITLE] [TITLE]