

**Signature Authority and Delegation**

**Personnel and Travel Forms**

In the absence of a department chair/unit head, a designated employee or subordinate may sign certain documents in their behalf. The delegation of signature authority does not relieve administrative officials of their responsibility and accountability for documents signed by the designee. It is not meant to replace normal day to day obligations of the department chair/unit head.

   Click here to enter text.   Chair, Dept. of    Click here to enter text.

I, further delegate the authority to   Click here to enter text.    (include title)

to execute, in my absence, certain documents and forms as listed below:

1. **Check-in and Clearance Forms**
2. **Travel Authorization and Reimbursement Forms**
3. **Personnel Action Forms**
4. **Employee Tuition Waiver Form**
5. **Personal Service Agreement Form**
6. **Awards and Recognition Form**

For Department:

This authority shall remain in effect as long as    Click here to enter text.   is employed in the position of Click here to enter text. or until revoked by me.

This       day of      , 20

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once this form is executed, the authorized delegated employee will sign their name on the above forms in the appropriate section in the absence of the department chair/unit head.

The proper way for the Delegate to sign on behalf of the department chair/unit head is the following:

[original signature] for [printed name of department chair/unit head]

Acknowledgement of authorized delegated employee:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The original Delegation of Authority Form should be returned to the Dean and Director’s Office and copies held in the originating department/center.