

In order to speed up the signature authorization process, Business Services is allowing supervisory staff to delegate authority for approving various transactions.

\*Grants & project fundings are NOT subject to Delegation of Authority; they must be signed by the PI listed in WISDM.

The following individual is authorized and accepts responsibility to approve the following types of transactions:

**NAME:**

<b>First Name</b>	<b>Last Name</b>

**START DATE:**

**EXPIRATION DATE:**

***\*Authority will automatically expire two years from the start date if no date is specified. (If not a short term delegation, leave date blank.)***

**DEPARTMENT NUMBER (s):**

**FUND(s):**

**The above named person is authorized to sign for**

REQUISITIONS	_____
(Check all that apply) :	PAYMENT TO INDIVIDUAL REPORTS _____
	REFUND OF RECEIPTS _____

Additional Comments:

Fund Manager Name Printed	Date
Fund Manager Signature	Date

When completed retain a copy and send to  
BusinessServices@uwp.edu

