

Delegation of Signing Authority	Department of Earth and Atmospheric Sciences 1-26 Earth Sciences Building, University of Alberta
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I hereby delegate signing authority on the account(s) identified below to _____
Name of Delegate

Signature of Account Manager

Speed Code	Fund	P/G	Account Name	Acct. Mgr Initials

(hit the tab button in the last column to auto-create a new line)

TO: _____

I hereby accept responsibility as delegated signing authority for the above referenced account. I have an appropriate level of knowledge of the applicable University policies. Where applicable I have an appropriate level of knowledge of any externally imposed conditions, regulations and guidelines.

Specifically in relation to research sponsored regulations and guidelines:

1. I understand and will comply with all terms and conditions of the grant or contract as communicated by the sponsor during the application or contract process.
2. I will use the funds only for the purpose for which they were awarded and will ensure that the expenditures:
 - are in support of the research project named in the award and there is appropriate supporting documentation to satisfy the “relevance to research” requirement
 - conform to the funding source spending guidelines/restrictions, and (where applicable) the expenditures are consistent with the budget submitted to the sponsor
 - are processed to the correct expense classification, and occur within the award period

I have read and I understand the *Delegation of Signing Authority Policy* and I agree to abide by it.

Name of Delegate

Position

Delegate's Signature

Date