



OBJECTIVES AND RESPONSIBILITIES: Delegation of Signing Authority Form

TO WHOM IT MAY CONCERN, I HEREBY DELEGATE SIGNING AUTHORITY FOR EXPENDITURES TO:

(Please print name and title)

(Sample signature)

This authorization is for:

All expenditures*

All expenditures*, up to \$ _____

*except those precluded by policy at <http://www.finance.utoronto.ca/gtfm/fm/objresp/delegate.htm>

This authorization will apply to the following FIS accounts:

CFC _____ Fund _____ For specific cfc or fund accounts, see attached listing

And all subordinate cfc's Include all funds

This authorization will remain in effect from _____ **until:**
(Start date)

Revoked

or

Specify end date: _____

I have read the Policies and Procedures of the University of Toronto as detailed in the **GUIDE TO FINANCIAL MANAGEMENT >> FINANCIAL MANAGEMENT >> OBJECTIVES AND RESPONSIBILITIES >> [Delegation of Authority](#)**. and in accordance with those Policies, I do hereby delegate signing authority as noted above.

SIGNATURE OF DESIGNATOR

DATE

NAME & TITLE (please print)

Form should be kept on file and be readily available as required by Internal Audit and/or Financial Services