

Financial Operations Approval Authority Delegation



Approval Authority for _____ (Print Delegate Name)

Approval Authority for the following WISER Accounts (if multiple, place each account on its own line).

Fund	Department ID	Prog.	Project	Fund	Department ID	Prog.	Project

Valid Starting: through

NOTE: Leave blank for ongoing. Approval Authority ends when delegate's employment status terminates or recertification is requested.

Authorized Uses and Limitations

Payment Services

- TER Approval
- Approval of Invoices

Purchasing

- P-Card Statements/Transfers
- Contract Routing
- Authorize Purchase Orders

General Ledger

- Account Transfers

Additional Comments (Transaction Limits, Notes, Other):

I, the person accepting delegated authority, understand and agree to comply with the authorized uses and limitations regarding the approval authority delegated to me. I understand I may not further subdelegate my authority. Any misuse by me may result in disciplinary action.

I, delegator, understand that although I am granting approving authority for financial transactions, I am responsible for the overall operations of the unit thus, I remain accountable for all actions taken by the delegate. I also understand, it is my responsibility to maintain proper internal controls and segregation of duties within the unit.

Reference: [Approval Authority Policy](#)

Delegate

Print Sign Date

WISER Manager

Print Sign Date

Controller

Print Sign Date