

**Example  
DELEGATION OF AUTHORITY**

**Signature Specimen:**

**Email Address:**

Please provide your signature and email address above which will be kept on file in the department and will be used as your authorization for PI approval for

October 1, 20XX

**MEMORANDUM TO FILE**

**Subject:** Delegation of authority for approval of expenditures charged to my contracts and grants

In accordance with Federal Demonstration Partnership regulations, I hereby delegate approval authority for expenditure transactions in the performance of my contracts and grants to the following:

John Smith as Director of Unit X,  
Jane Smith as Management Services Officer of Unit X,  
Helen Green as Senior Administrative Analyst of Unit X and  
Ron Fairman as Administrative Analyst of Unit X

With the exception of cost transfers, I hereby further state that only the above named persons have the authority to re-delegate approval authority to other persons within Unit X deemed necessary to support my contracts and grants.

The authority delegated by this memo is cancelled upon my termination or transfer from Unit X, University of California, San Diego.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

John Johnsonn  
Principal Investigator – Typed Name

\_\_\_\_\_  
This memo is cancelled effective \_\_\_\_\_