

DELEGATION OF AUTHORITY TEMPLATE

By means of this letter, I, [name], in my capacity as [title], delegate the authority herein described to the [insert position title] on the following terms and conditions:

1. **Student Placement and Other Academic Agreements:** The [position title] may review and execute, on my behalf, [type of contract] that follow the University approved template for contracts of such type, without modification. The [position title] may review and execute, on my behalf, [type of contract] that follow the University approved template with modification if the modifications have been reviewed and approved by the Office of the General Counsel.

Financial: The [position title] may execute, on my behalf, contracts in an amount and duration not to exceed [dollars and years], including renewal and extension options. The contracts subject to this delegation are those relating to [describe nature of contracts].

Other: The [position title] may review and execute those documents that are usual, necessary, and appropriate for the operation of the Office of the [name]. Those documents include [describe nature of contracts].

2. The contracts subject to this delegation must first be reviewed by [Purchasing Services, General Counsel, Other] in accordance with the [Policy or UOP Name]. Contract forms may be pre-approved annually.
3. The delegate's exercise may not exceed the restrictions set forth in (a) the Board's Resolution Regarding Delegation and Retention of Board Authority, (b) the University's Contract Approval and Signatory Authority Policy, (c) the University's Procurement Contract Approval and Signatory Authority Policy, or (d) this delegation.
4. This delegation shall take effect on [date]. The delegation shall run until the end of fiscal year [XX], unless I otherwise revoke it or the delegate is no longer serving in the position described in this delegation, whichever comes first.
5. This delegation may be renewed, in writing, for additional periods of one year.
6. **DEFAULT:** The authority delegated in this document shall not be sub-delegated.

If sub-delegation is permissible: The authority delegated in this document may be sub-delegated. However, neither the exercise nor the sub-delegation of signatory authority may exceed the restrictions set forth in (a) the Board's Resolution Regarding Delegation and Retention of Board Authority, (b) the University's Contract Approval and Signatory Authority Policy, (c) the University's Procurement Contract Approval and Signatory Authority Policy, or (d) this delegation.

7. This delegation is made pursuant to the University's Contract Approval and Signatory Authority Policy and is subject thereto.

_____ Date: _____
[Name of Delegating Official]
[Title]

Acknowledged and agreed:

_____ Date: _____
[Name of Delegate]
[Title]

Cc: University Controller
General Counsel's Office (general.counsel@uvm.edu)