University of Michigan
Authorization by Signature

This form is used to delegate approval authority for transactions pertaining to the P-Card, business travel, business hosting, and other expenses.

The expense approver should be in a higher level position of authority who is able to determine the appropriateness and reasonableness of purchases.

If the person in the higher level position of authority cannot serve as the approver, s/he should delegate the role to someone else (the “assignee”). When delegating the approver role, please note:

- The delegation should be in writing using this form.
- The person delegating does not give up their accountability.
- The assignee should be in a role independent of the expense submitter (i.e., assignee should not report to expense submitter).
- The assignee should have the authority and knowledge to assess the appropriateness and reasonableness of purchases.

Effective from: __________________________     Effective to: __________________________

I authorize _________
name      title
_____________________, _____________________________________

the following approvals:

- P-Card transactions
- Business travel expenses
- Business hosting expenses
- Out-of-pocket reimbursements

Signature of Delegator: __________________________________________________

Signature of Assignee: __________________________     Date: _____________

Note: This form is the only proof of delegation of authority for the listed transactions. The form should be reviewed and renewed annually. The assignee must keep a copy of this form for a period of three years from the “effective to” date.