

### Appendix 3

#### Sample Delegation Document

I, [name and title]\_\_\_\_\_, hereby delegate to \_\_\_\_\_my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority to sign the following type(s) of Contracts:

- .....
- .....
- .....
- .....

This delegation is limited to Contracts involving a total University expenditure of \$\_\_\_\_\_ or less.

This delegation shall remain in effect until revoked by me or my successor. [Alternative: It shall remain in effect for a period of XX years/months/days]

cc: Office of Counsel