

MEMORANDUM

To: Financial Reporting
University of Saskatchewan
Room 230 – 105 North Road
Peterson Building

From: _____

Department: _____

Date: _____
(dd-mon-yyyy)

RE: SIGNING AUTHORITY DELEGATION FOR FUND # _____

Sponsor: _____

I have provided _____ with all details on the above fund, and I request that he/she be named in your records as signing authority for expenditures on this fund. I understand that I am responsible for advising Financial Reporting of changes to the signing authority. If a transaction is processed by an individual not on the authorization list, I will advise your office to correct the transaction or provide appropriate authorization; authorization of the Principal Investigator will be deemed if no subsequent corrective action is taken.

Principal Investigator: _____
(signature)

Date: _____
(dd-mon-yyyy)

I hereby take responsibility as signing authority on the above named fund. I have KNOWLEDGE of the SPONSOR'S REGULATIONS and/or TERMS OF THE CONTRACT and have been advised of the terms of reference on the general policies and procedures of the University in this respect.

Signed: _____
(signature of person named above)

Date: _____
(dd-mon-yyyy)