

## DELEGATION of SIGNATURE AUTHORITY

Last Revised: 2/13/2015

The University has a centralized system of signature authority. The Regents have delegated general signature authority to the President who has delegated portions of that authority to specific senior administrator positions listed in [University Administrative Policy \(UAP\) 2010 \("Contracts Signature Authority and Review"\)](#). Under limited circumstances, these positions may further delegate that authority using this form; however, such delegations may be used only when necessary and not defeat the centralized intent of UAP 2010 and must be approved by the President.

Complete all sections of this form. After obtaining all appropriate signatures and the President's approval, send this delegation form to the UNM Policy Office and a copy to the individual being delegated signature authority. The delegation number will be assigned by the UNM Policy Office and a numbered copy will be returned to the position delegated authority and the position who authorized the delegation.

Delegation No. \_\_\_\_\_

Authority delegated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for Delegation: \_\_\_\_\_  
\_\_\_\_\_

Position(s) to which authority is hereby delegated: \_\_\_\_\_  
\_\_\_\_\_

Period of Authority:  
\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ (or specify "indefinite" if no end date).

Limitations: \_\_\_\_\_  
\_\_\_\_\_

Signature of Individual with Authority to Delegate: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Approval by President: \_\_\_\_\_ Date \_\_\_\_\_

No further authority may be implied from the authority expressly granted herein. Subdelegation of this authority is prohibited.

This delegation shall be effective only if: (1) a delegation number has been assigned by the UNM Policy Office, (2) it is approved by the President, and (3) the person signing has the power to delegate this authority under [UAP 2010 \("Contracts Signature Authority and Review"\)](#).