



# OBJECTIVES AND RESPONSIBILITIES: Delegation of Signing Authority Form

TO WHOM IT MAY CONCERN, I HEREBY DELEGATE SIGNING AUTHORITY FOR EXPENDITURES TO:

\_\_\_\_\_  
(Please print name and title)

\_\_\_\_\_  
(Sample signature)

**This authorization is for:**

All expenditures\*

All expenditures\*, up to \$ \_\_\_\_\_

\*except those precluded by policy at <http://www.finance.utoronto.ca/gtfm/fm/objresp/delegate.htm>

**This authorization will apply to the following FIS accounts:**

CFC \_\_\_\_\_ Fund \_\_\_\_\_ For specific cfc or fund accounts, see attached listing

And all subordinate cfc's  Include all funds

**This authorization will remain in effect from** \_\_\_\_\_ **until:**  
(Start date)

Revoked

or

Specify end date: \_\_\_\_\_

I have read the Policies and Procedures of the University of Toronto as detailed in the **GUIDE TO FINANCIAL MANAGEMENT >> FINANCIAL MANAGEMENT >> OBJECTIVES AND RESPONSIBILITIES >> Delegation of Authority**. and in accordance with those Policies, I do hereby delegate signing authority as noted above.

\_\_\_\_\_  
SIGNATURE OF DESIGNATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME & TITLE (please print)

**Form should be kept on file and be readily available as required by Internal Audit and/or Financial Services**