

Delegated Authority form

Delegator information	Name	
	Position	
	Institution	
	Email	
	Telephone	

Type of request <i>Select one of the options</i>	<input type="checkbox"/>	Add delegation (<i>complete Sections II and V only</i>)
	<input type="checkbox"/>	Revoke delegation (<i>complete Sections III and V only</i>)
	<input type="checkbox"/>	Change delegation (<i>complete Sections IV and V only</i>)
	<input type="checkbox"/>	Add, revoke or make changes to a sub-delegation (<i>also complete section V</i>)

II. Add New Delegation <i><u>Delegated powers</u> Please list all delegations and reference where appropriate the relevant section of the Financial Regulations</i>	Name of Delegatee			
	Position			
	Institution			
	Effective date of delegation		Expiration date of delegation	

Delegated powers and authority <i>e.g. Authority to Sign Contracts (Fin Regs 2012, subsection 6)</i>	Scope and limitations <i>e.g. GBP limits, dual signatures, approvals required</i>	Sub-delegations allowed-Y/N?

*Sub-delegations
An additional form must be completed for any sub-delegations and approval of HOI obtained*

III. Revoke Existing Delegation <i>Enter the details for individual to whom the delegation was made.</i>	Name of Delegatee	
	Position	
	Institution	
	Effective date of revocation	
	Description of delegation to be revoked	

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IV. Change scope of existing delegation

Name of Delegatee	
Position	
Institution	
Effective date of change	
Existing delegation	
Required change	

V. Signatures

Must always be completed

Delegator signature	
Date	

Complete when adding new or changing existing delegations

By signing below, I accept full responsibility for the delegation of authority granted herein and agree to comply with the limitations on such authority and the University of Cambridge Financial Regulations. Any misuse of delegated authority by me may result in disciplinary action.

Delegatee signature	
Name	
Date	

Complete when revoking delegations

I understand that the delegation authority previously granted has now been revoked as detailed above. Any misuse of delegated authority by me may result in disciplinary action.

Previous Delegatee signature	
Name	
Date	

VI Approval of sub-delegations

The HOI must approve all new sub-delegations and any changes to or revocations of existing arrangements.

Approver title	
Signature	
Name	
Date	