

Signature/Approval Delegation Form

Revision Date: May 14, 2021
 Institutional Official: Assistant Director, Post-Award
 Department: Office of Sponsored Projects (OSP)

To: Office of Sponsored Projects
 From:
 Date:

I, _____, as principal investigator, hereby authorize _____, employee ID number: _____, to approve all requisition documents in Peoplesoft on my behalf.

Project ID:	Project Title:
Project ID:	Project Title:
Project ID:	Project Title:
Project ID:	Project Title:

Please attach a list if more than four projects are applicable.

Both the PI and the signing Authorized Individual are responsible for ensuring expenditures are allowable, allocable (i.e. beneficial to the project) and otherwise compliant with University policies, OMB Uniform Guidance, and award terms and conditions. While it is acceptable and practical for the PI to have assistance in financial management, standards for delegation for signature authority to acquire goods and/or services purchased on sponsored project funds must ensure that the PI maintains oversight and only appropriate expenditures are approved.

 PI Signature

I understand that signature authority has been granted to me as indicated above.

 Signature of Authorized Individual

Please direct questions to Ivan Ochsner, Assistant Director, Post-Award, Ivan.Ochsner@nau.edu, 928-523-3664