

**NORTHERN ARIZONA UNIVERSITY**

**Signature/Approval Delegation Form for Sponsored Projects**

TO: Sponsored Projects Services  
FROM: \_\_\_\_\_  
DATE: \_\_\_\_\_

I, \_\_\_\_\_, as principal investigator, hereby authorize \_\_\_\_\_ Employee ID \_\_\_\_\_, 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 4 projects are applicable.

Both the PI and signing Authorized Individual are responsible for ensuring expenditures are allowable, allocable (i.e. beneficial to the project) and otherwise compliant with University policies, OMB circulars, sponsor policies, 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 Kerri Byrd, Director, Sponsored Project Services 928-523-6466

**RETURN FORM TO SPS BOX 4070**