

Date: \_\_\_\_\_

TO: Linda Campbell  
Director of Sponsored Projects  
Walsh Administration Building

DELEGATION OF AUTHORITY FOR APPROVAL SIGNATURE

\_\_\_\_\_ is authorized to approve advances and expenditures  
(including payroll timesheets) on the following grant/contract:

Agency Grant/Contract #: \_\_\_\_\_ award # \_\_\_\_\_  
PeopleSoft Fund #: 13001; Dept. ID: \_\_\_\_\_; Program: \_\_\_\_\_; Project/Grant:  
\_\_\_\_\_

\*Authorized Person:

Signature: \_\_\_\_\_

Typed Name, as signed above:

Title:

Office, School or Department:

Phone: \_\_\_\_\_

\*\*Authorized by:

Signature: \_\_\_\_\_

Typed Name, as signed above: \_\_\_\_\_

Title: \_\_\_\_\_

Limitations (dollar, time period, types of expenditures), if any:

Notes:

\*Authorized signers must be employees of Santa Clara University. Students are not eligible to be delegated signature authorization.

\*\*Only Principal Investigators (PI), Co-PIs are authorized to delegate signature authority.

Original: Award file  
cc: Signature Authorization file

SPO-31 (Revised 1/99)