\_\_\_\_\_\_\_, 201\_

[Delegatee’s Name]

[Title]

University of Dayton

300 College Park Avenue

Dayton, OH 45469  
CAMPUS [4-digit mail code]

Re: Delegation of Signature Authority

Dear [Delegatee’s Name]:

Under the authority vested in me by the President of the University of Dayton on November 17, 2014 and June 29, 2016 authorizing me to make certain delegations to individuals within my unit, I authorize you to sign all proposals, projects, contracts, certifications, representations and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in connection with your position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may not execute contracts where the University’s expenditure(s) exceeds $10,000, unless I concur with that expenditure. I further authorize you to take such steps and actions on behalf of the University necessary and desirable to effectuate the authorized transactions.

As you enter into contracts on behalf of the University, please keep in mind that the University’s interests always take priority to other interests. To be clear, arrangements and relationships with other parties should strive to avoid conflicts of interest or other issues – including anyone’s personal or individual benefit or gain – that might negatively impact the University’s receipt of the best value or most objective, professional service.

You should retain this letter as documentary evidence of the authority granted. You are not authorized to delegate this authority.

Please present a copy of this letter to and work with the Budget Manager for our unit, who will implement the authorities granted in this letter into the TeamDynamix process.

Very truly yours,

[VP/Dean Name]

[Title]

cc: Office of Legal Affairs (Campus Mail +1660, or by email to legalaffairs@udayton.edu)