**Sub-Delegation of Authority Form**

By means of this letter, I, [Delegating Official, Title], delegate the authority herein described to the [Title of Delegate], on the following terms and conditions:

1. The [Title of Delegate] may review and execute [X] on my behalf.
2. The approvals subject to this delegation are those which are the subject of the [Title of Delegating Official] delegation at [section #, item #] of the Delegation of Authority Policy (effective [Date]). Excerpt attached hereto.
3. The effective date of this delegation is [Date] and shall run [indicate time limit if any; if none, indicate that it shall run until revoked by Delegating Official].
4. The authority delegated in this document [shall not be or may be] sub-delegated.
5. The [Title of Delegate] must comply with [Specific Retention Rule 2008.02](https://asc.ucalgary.ca/marrs/agreements/) regarding Agreements.
6. This delegation is made pursuant to the Delegation of Authority Policy and is subject thereto.

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| **APPROVED BY DELEGATING OFFICIAL** | |  | **APPROVED BY VICE-PRESIDENT (if required)** | |
| Signature: |  |  | Signature: |  |
| Name: |  |  | Name: |  |
| Title: |  |  | Title: |  |
| Date: |  |  | Date: |  |

|  |  |
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| **ACKNOWLEDGED AND AGREED BY DELEGATE** | |
| Signature: |  |
| Name: |  |
| Title: |  |
| Date: |  |

NOTE: The appropriate Vice-President must also approve the sub-delegation if the Delegating Official is subordinate to the Vice-President.

cc: General Counsel [copy to be transmitted within two business days of execution].