DATE: XXXX

MEMO TO: Who It May Concern

FROM: XXXXX

SUBJECT: Delegation of Procurement Approval Authority – Project/Grant

By letter of this memorandum, I hereby delegate approval authority of expenditures on the following Project Grant:

#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Delegated to** | |
| **Name** | **USERID** |
|  |  |

This memorandum must be kept on file for audit purposes and a copy provided to Procurement Services to ensure proper workflow setup in the buyWays eProcurement system. Delegation of Project Grant should be to someone that is technically responsible for the Project Grant.

If you have any questions, I can be reached at xxx-xxxx.