



**DELEGATION OF SIGNING AUTHORITY  
FOR PURCHASE REQUISITIONS**

LOCAL: 8326

FAX: 8327

Check one:

Create  Update  Delete

\*\*\*\*\*REQUIRED FOR AUDIT PURPOSES\*\*\*\*\*

ACCOUNT HOLDER	DELEGATE
<b>DATE</b> (mmm/dd/year):	<b>DEPARTMENT:</b>
<b>NAME:</b> (Print or Type below)	<b>NAME:</b> (Print or Type below)
<b>Phone No:</b>	<b>Phone No:</b>
<b>UVIC ID: (V00#####)</b> (Print or Type below)	<b>UVIC ID: (V00#####)</b> (Print or Type below)
<b>Position Title:</b> (Print or Type below)	<b>Position Title:</b> (Print or Type below)
<b>SIGNATURE:</b> (FULL REGULAR SIGNATURE) *	<b>SIGNATURE:</b> (FULL REGULAR SIGNATURE) *

\*Signature must be contained within the borders of the boxes.

**PURCHASE REQUISITIONS** – Refer to BOG Policy FM5100, Section 2, and Procedure No 1 Contracts and Agreements–APPENDIX “A”

ACCOUNT NAME (Optional)	FUND (5 Numbers)	ORGN (5 Numbers)	DELEGATED MAXIMUM DOLLAR LIMIT PER TRANSACTION

**MUST BE CONSISTENT WITH BOG SIGNING AUTHORITY POLICY FM5100**

I HEREBY AUTHORIZE MY DELEGATE NAMED ABOVE: TO SIGN PURCHASE REQUISITIONS ON MY BEHALF. I UNDERSTAND THAT PURCHASING SERVICES MAY, AT THEIR DISCRETION, RETURN REQUISITIONS FOR MY CONFIRMATION.

THIS DELEGATION IS VALID UNTIL \_\_\_\_\_ OR RESCINDED.

The University of Victoria is designated as a local public body under the Freedom of Information and Protection of Privacy Act (FOIPPA). This act applies to all records in the custody, or under the control of the University. The Act provides access to the records of the University and prohibits unauthorized collection, use or disclosure of personal information by the University.

There are a few exceptions to the right of access. Section 21 on disclosure harmful to the business interests of a third party requires the University to refuse to disclose information only when the information meets the three part test outlined in the section.

Personal information is collected on in accordance with Section 26 (c) which states: “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body”.

**PLEASE RETURN TO PURCHASING SERVICES FOR PROCESSING**