

## Delegation of Approval Authority for Department Head

1. Complete all requested information and forward to appropriate Vice Chancellor for signed approval.
2. Request the role via Services & Support (Oracle and Concur Role Requests) and attach the completed delegation form.
3. Retain a copy of this delegation form for your internal records.

Employee being granted approval authority:

Name (Last, First, MI)

Employee ID

Extension

Financial Unit(s)\*

\*This delegation will apply to entertainment transactions and applications for new Procurement Cards submitted through Concur for the Financial Unit(s) listed.

Yes, I have read the [personal statement notification](#) posted on the Forms page of the Travel tab in Blink.

Signature of Authorized Employee: \_\_\_\_\_

This authorization takes effect on: \_\_\_\_\_

Further delegated approval authority for entertainment expenditures and Procurement Card applications is restricted to the following administrative positions. Check appropriate title for the authorized entertainment/ Procurement Card approver identified above.

- Department Chair
- Director of Institute or Organized Research Unit
- Head of Administrative Unit/Department Business Officer (MSO/DBO)
- Associate Vice Chancellor - Health Sciences - Administration
- Associate Dean for Administration - School of Medicine
- Deputy Director - Medical Center

This delegation establishes authority to approve the new Procurement Card requests in accordance with [BUS-43, Purchases of Goods and Services; Supply Chain Management](#) and to approve entertainment expenditures within the restrictions outlined by [BUS-79, University Sponsored Entertainment](#) for individuals under their jurisdiction. This authority is being re-delegated with the approval of the appropriate Vice Chancellor and cannot be further delegated.

Vice Chancellor (Name): \_\_\_\_\_

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

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

To cancel this delegation, indicate the termination date and complete a Oracle and Concur Role Removal Request via Services & Support.

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