



UNIVERSITY OF CALIFORNIA, MERCED
 P O BOX 2039
 MERCED, CALIFORNIA 95344

Date

To: _____, Title
 From: _____, Principal Investigator
 Copy: Robert Buel, Post Award Grant Manager
 Sheryl Ireland, Director of Controls and Accountability

Re: Principal Investigator Delegation of Authority

Effective _____, you are delegated responsibility to authorize expenses and other specified business transactions for the following accounts and funds:

Department	Account/Cost Center	Fund	Dollar Limitation Per Transaction

This authority may not be further delegated. Transactions may include requisitions (i.e. purchase, printing, physical plant), University Department Orders (DOs) and charges, Non-PEARS/cost transfers, Payroll Time Reporting (PTR) forms, travel/Express, and recharges. Please note that according to University of California Policy, Delegation of Authority – Signature Authorization, individuals accepting delegation to authorize expenditures and transactions must comply with all the applicable policies, regulatory requirements, laws, regulations, and special restrictions on the use of those funds. Therefore, the following is required to carry out these duties:

- Sound business controls designed to deter and detect potential misuse of resources (transactions must be divided between at least two individuals in a department - Preparer and Reviewer)
- Active involvement with and knowledge of the activity being conducted
- Working knowledge of the University budget process
- Technical skills to use the administrative application systems involved in conducting the activity if applicable
- Familiarity with policies, rules, laws, regulations, and other restrictions on the use of funds sufficient either to ascertain compliance or to seek additional assistance when required
- Authority to reject a transaction without being countermanded or subject to disciplinary action

Please note you may not authorize the following types of transactions:

- Construction Invoices/Program Manager Approval
- Staff Personnel Transactions
- Entertainment
- Academic Personnel Transactions
- Budget Forms/Transfer of Funds

I understand that as Principal Investigator, I am still responsible for overseeing my projects including ensuring the appropriate use and management of the funds and adherence to U.C. and sponsor policies regarding expenditures.

Prior to originating or approving specified business transactions, a record of your signature and this delegation letter must be provided to the Business and Financial Services (BFS) point of contact for signature authority where it will be maintained for monitoring and audit purposes in accordance with University of California requirements.

Signature Accepting Delegation:

Delegation of Authority Approval:

 Name, Title

 Date

 Name, Principal Investigator

 Date