

Integrative Biology
PI Signature Delegation

The Form below can be used by Principal Investigators to designate a person or persons to authorize expenses on extramural funds for which that PI is responsible. Such delegation should be made carefully, keeping in mind that the PI is still responsible for the management of the funds and adherence to University and sponsor rules regarding expenditures. The individual receiving the delegation should have the qualifications needed to make decisions about the fund activity;. Normally this means that delegation should be made to post-docs or experienced technical staff rather than to students. Completed forms (or e-mail including the information below) should be submitted to Sarah Wan (3040 VLSB; sarahmay@uclink).

I hereby delegate to the following individual,

_____ name _____ title _____ telephone _____ e-mail

authority to approve expenses on the following fund source(s) on which I serve as Principal Investigator:

_____ name	_____ fund #
_____ name	_____ fund #
_____ name	_____ fund #
_____ name	_____ fund #

This delegation is subject to the conditions noted below. I understand that I am still responsible, as Principal Investigator, for insuring appropriate use and management of the funds and adherence to U.C. and sponsor policies regarding expenditures.

Time period: _____ to _____

Types of expenses: ___Supplies ___Services (copies, Fed Ex, OLAC, etc)
___ Equipment ___ Travel ___Hiring/Payroll ___All

Maximum transaction amount: \$_____

_____ signature _____ date