

### Signing Authority Delegation Form

Delegation policy from Contract Signing Authority document: “When an officer is permitted under the Authorization to delegate authority to others (as designated by the phrase "or delegate"), such delegation shall be evidenced in writing and a copy provided to the Office of General Counsel. Such delegation shall be to a specific position and shall include the name of the individual currently holding the position. The Office of General Counsel must be notified of individual successors to specific positions and the Office of General Counsel will maintain a current list of individuals who occupy identified positions [Exhibit A1]. Though not specified, officers at higher levels within an administrative unit are also authorized to sign contracts and other documents that may be signed, under the provisions of this resolution, by officers at lower levels in the same unit. The Authorization shall be amended to include authorized delegations which have been submitted to the Office of General Counsel.”

Enter area of delegation (please include language and section number from Contract Signing Authority document available at [www.vanderbilt.edu/compliance](http://www.vanderbilt.edu/compliance)):

I hereby delegate signing authority for the above-described documents/items to:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Please describe any special circumstances, time limits, or other requested revisions to the Signing Authority:

#### Delegating Officer

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Received by Office of the General Counsel/Compliance: \_\_\_\_\_