

Delegation of Authority Agreement

This Delegation of Authority Agreement ("Agreement") is made and entered into on this day of , , by and between:

Delegator:
Title/Position:
Department:

Delegatee:
Title/Position:
Department:

1. Purpose

The purpose of this Agreement is to delegate the following authority and responsibilities from the Delegator to the Delegatee:

2. Scope of Authority

The Delegatee is hereby authorized to perform the following functions and duties:

3. Effective Date and Duration

This delegation is effective from to unless revoked earlier in writing by the Delegator.

4. Conditions and Limitations

5. Acceptance

The Delegatee hereby accepts the authority and responsibilities delegated above and agrees to act in accordance with relevant policies and procedures.

Delegator Signature
 (Date)

Delegatee Signature
 (Date)