



To: Whom it may Concern

From:

Date:

Subject: Delegation of Order Approval

I would like to delegate my order approvals in the Chemistry Stores Online Requisition system to allow the following person to act as my approver.

Delegate name: _____

Delegate signature: _____

Reason for delegation: _____

for the following time period: Start date _____ End date _____

The delegation of order approval will be active for the following speedcharts:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I understand that despite delegating order approvals, I in no way abdicate my responsibility for the above mentioned accounts (research or other) and that all purchases, transactions and reconciliations are my sole responsibility.

Sincerely,

Signature: _____

Print Name: _____