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: ________________________________

Send completed memo to Chemistry Stores Manager (kbutton@chem.ubc.ca).