To: Whom it may Concern

From: 

Date: 

Subject: Delegation of Signing Authority

I would like to delegate my signing authority to allow the following person to act as my alternate signing authority.

Name: _______________________________       End Date (if applicable): ____________________

Signature of Delegate: _______________________________

Reason for Delegation: __________________________________________________________________________

The delegation of signing authority will be active for the following speedcharts:

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

I understand that despite delegating signing authority, 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 Ken MacFarlane (kenmac@chem.ubc.ca).