

Submission Requirements

The original Delegation of Signing Authority Form must be kept on file in the office of the delegator and be readily available as required by Internal Audit and/or Financial Services.

Note:

If the above addition and/or deletion is for role of Dean or Associate Dean or Vice Provost or Associate Vice Principal or Vice Principal or Principal, please attach to this form a copy of the organizational chart representing this change. Role changes as listed have an impact on the 'Execution to Procurement Policy (P0001)' signing authority and workflow, and need to be addressed separate from the signing authority change.

A copy of this signed form is to be forwarded to Financial Services:

By email: finance@queensu.ca

By Campus Mail: Financial Services, 3rd Floor Rideau Building, 207 Stuart Street

Notice of Collection

When complete, this form will contain Personal & Confidential information. This information is being collected under the authority of the Queen's Royal Charter of 1841, as amended. This information will be used to validate and manage signing authorities for Queen's Non-Research funds.