



Delegation of Authority to Execute Contracts

I _____, _____ hereby
delegate my authority, as set out in the Execution of Contracts Policy, as follows:

1. Contract Description or Contract Type (i.e. placement agreements using the standard TMU template):

2. Purpose and Limitations of Delegation (i.e. to facilitate the signing of standard placement agreements):

3. Dollar Threshold: \$ _____ in total contract value.

Declaration of Delegator: In the delegation of my authority to execute Contracts on behalf of Toronto Metropolitan University, I accept all responsibility for contracts signed by my Delegate under this delegation.

Signature of Delegator

Date

4. Name of Delegatee:

Position/Title of Delegatee:

5. Date Delegation of Authority to Commence:

6. Date Delegation of Authority to End (for standing delegations indicate “permanent”):

Declaration of Delegatee: I understand and hereby accept the authority delegated to me to execute documents on behalf of Toronto Metropolitan University, which I agree to undertake in accordance with established University policies and procedures as well as applicable federal, provincial and municipal laws. I understand that I am being delegated the power to execute and that all obligations to obtain proper authority (including financial signing authority) for the terms and conditions of any document are to be met prior to execution. I also undertake to provide the delegator with an executed copy of any and all Contracts signed hereunder, forthwith after execution.

Signature of Delegatee

Date

Please keep a copy of this form for your records and return a fully signed copy to gcbs@torontomu.ca.