



**DELEGATED SIGNATURE AUTHORITY FOR CONTRACTS**

The Executive Director, in his/her absence, may appoint a designee to approve contracts. Such delegated signature authority shall be granted in writing and for a specified time period. This authority is limited to expenditures previously authorized by the Commission, through direct funding allocations for services and/or through approved budgets.

*(sample written form)*

Designation of Signature Authority

\_\_\_\_\_

(Name and Position)

is authorized to approve Commission contracts in my absence during the following time period:

\_\_\_\_\_

(Dates)

This authority is limited to expenditures previously authorized by the Commission, through direct funding allocations for services and/or through approved budgets. This designated authority cannot be sub-delegated to any other individual.

\_\_\_\_\_  
Name  
Executive Director

\_\_\_\_\_  
Date