



Signature Delegation Authority Form

Instructions

1. Submit the completed and signed form in PDF format to Compliance@kennesaw.edu
2. The Delegator is responsible for maintaining original documentation and producing the information upon request for audit purposes.

Delegation Authority Agreement

Pursuant to the Policies of the University System of Georgia (USG) Board of Regents (BOR), which grant Presidents the authority to sign contracts on behalf of their institutions and the BOR, and pursuant to the delegation of such authority from President Sam Olens to:

Delegator's Name: _____ **Delegator's Job Title:** _____

Delegator's Department: _____

I, the "Delegator" as named above, agree to permit authority to the following delegate, who is the next person in the chain of command:

Delegate's Name: _____ **Delegate's Job Title:** _____

Delegate's Department: _____

To execute certain approvals, documents, and/or forms as listed below:

- Budget Amendments
- PeopleSoft – eProcurement Approvals
OwlPay Payment Request System
- Travel Management System (Concur) Approvals
- Travel Request, Travel Cash Advance, and Travel Expense Report Approvals
- Other: List and Provide a Detailed Description: _____

For the following departments (list specific department name and/or specific department budget numbers):

Effective Dates

Start Date: _____ **End Date:** _____

Required Signatures

Delegator's Signature: _____ **Date:** _____

Delegate's Signature: _____ **Date:** _____

Office of Finance and Accounting Only

Reviewer Signature: _____ **Date:** _____