



TEMPORARY NOTICE OF DELEGATION FORM

In accordance with the *Policy on Signing Authority and Required Approvals (BD-1)*, delegation of the functions of one's Office, including signing authority, is required during **temporary absences of more than 2 working days**.

In the case of the President, Secretary-General, a Vice-President, or a Chief Officer, this delegation may be made to another Vice-President or Chief Officer or to an Associate Vice-President (or analogous position) or Deputy or Vice-Provost as appropriate. In the case of a Dean, this delegation may be made to another Dean or the University Librarian or to an Associate Dean.

Please click on the submit button below once the form is completed.

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This is to inform you that I, \_\_\_\_\_, will be away from the University from \_\_\_\_\_ to \_\_\_\_\_. In my absence, \_\_\_\_\_ will assume the responsibilities of my Office and will have signing authority for the period mentioned above.

**SUBMIT**

