



<b>Template 3</b>	<b>TEMPORARY NOTICE OF DELEGATION FORM</b>
<b>Policy</b>	<i>Policy on the Approval of Contracts and Designation of Signing Authority (Article 35)</i>

**TO: Secretary-General (signingpolicy.secretariat@mcgill.ca)**

**CC: Controller**

**FROM (NAME AND TITLE):** \_\_\_\_\_

In accordance with the *Policy on the Approval of Contracts and Designation of Signing Authority* ("Policy"):

In the event of unavailability due to temporary absence, which is defined as an absence of **more than four consecutive business days**, signing officers may temporarily delegate approval and signing authority entrusted to them by virtue of this Policy to positions they deem appropriate.

Positions with assigned signing responsibility are subject to all Policy obligations applicable to signing officers and delegates, including reporting obligations. Any contracts signed with temporary approval and signing authority should be reported using the following form: *Template 2: Quarterly Report on the Exercise of Delegated Authority*.

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**TEMPORARY NOTICE OF DELEGATION**

This is to inform you that I, \_\_\_\_\_

will be away from McGill University from \_\_\_\_\_ to \_\_\_\_\_

Please note that for the period of my absence, I (unless specified below) have delegated approval and signing authority to:

\_\_\_\_\_

with the following restrictions (if applicable): \_\_\_\_\_

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**Signature of signing officer**

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**Signature of temporary delegate**