



## DELEGATION OF SIGNATURE AUTHORITY

Only the Principal Investigator (PI) is automatically authorized to sign for expenditures on their awards. Others listed as Co-Investigators or other key personnel must be authorized via this form.

Those to whom the PI has delegated signature authority must sign their own name, as opposed to signing the PI's name or using a signature stamp, on any documents submitted to Denver Research Institute (DRI) for processing. This person will only have authorizations as listed below.

Send the completed original form with original signatures to [Destiny.Smith@dri-va.org](mailto:Destiny.Smith@dri-va.org).

Signature authorization for individual named below granted as noted:

DRI Project Number(s): \_\_\_\_\_

Authorization granted for (please check all that apply):

New Hires

Pay Rate Changes

Timesheets

Performance Reviews

Terminations

Purchase Orders

Not to exceed \$ \_\_\_\_\_

Check Requests

Not to exceed \$ \_\_\_\_\_

Travel Reimbursements

Not to exceed \$ \_\_\_\_\_

Financial information (i.e., receipt of financial statements, requests for journal entries)

Account Closure

Other: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Person Authorized

\_\_\_\_\_  
Printed Name of Principal Investigator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please contact [Accounts.Payable@dri-va.org](mailto:Accounts.Payable@dri-va.org) with any questions.