**Print on your department letterhead**

**MEMORANDUM**

TO: Administrative Offices

FROM: Click here to enter text.

DATE: Click here to enter a date.

SUBJECT: Alternate Signature Authority

The purpose of this memorandum is to authorize Click here to enter text., Click here to enter text., Click here to enter text., to sign Click here to enter text. *(insert “all documents” or list individually the documents this person may sign)* for Click here to enter text. in the Click here to enter text. during Click here to enter text. *(or state “instances of my absence”)* in order to meet critical deadlines.

An example of his/her approval signature is shown below: (i.e., “Jane Doe, on behalf of John Jones”)

Delegate’s signature:

XX/xx

c *(List all administrative offices to receive a copy.)*