



**Facilities & Construction Management
Request for Delegation of Authority**

Date Submitted

Submitted by

To whom it may concern:

I certify that I have read and understand in their entirety the following documents (please check each box):

- Facilities & Construction Management Standards of Business Conduct 02-13-00 dated November 1, 2008
- Facilities and Construction Management Project Management Standards 02-03-01 dated November 7, 2008
- Facilities and Construction Management Operations & Maintenance Business Standards 02-04-02 dated November 1, 2008
- Facilities and Construction Management Delegation of Authority 02-10-02 dated November 3, 2008

I understand that in consideration for the financial authority delegated to me I am responsible for upholding these policies, and all other policies that they may include by reference, as they are set forth and for the spirit of business conduct that they imply. I understand that my failure to uphold these policies, whether intentional or accidental, may subject me to disciplinary action up to and including termination.

In consideration of the above, I request that financial authority outlined by the Delegation of Authority be granted to me.

Name of Employee *(please print or type)*

Employee Signature

Date

Department Head Approval Name *(AVP or above; please print or type)*

Department Head Approval Signature

Date

Approved by Senior Vice President

Date

Financial Authority Granted *(designated by SVP)* \$