Department Head Delegation of Non-Sponsored* Funds Electronic Ledger Approvals

The purpose of this form is to authorize the IRIS Workflow for the Electronically Reconciled Ledgers to be routed and approved by the new delegated approver listed below. *Sponsored Project ledgers reconciliations must be approved by the Principal Investigator, so no approver authority can be delegated for these funds. Sponsored projects are R#s with Project Types: Grants, Contracts, Cooperative Agreements, Clinical Trials, Non Exchange, Appropriations, and Sponsored Agency Funds (Project Type codes 07-09, 11-20, 30, & A1).

Person Completing Form: _____ Phone No: _____

New Delegated Electronic Ledger Approver:

Name ______ Position Title ______ User ID _____ PERNR# _____

Funds Delegated to New Electronic Ledger Approver:

Fund #	Fund Name	Funds Center #	Funds Center Name	Department Head Name

Note: Multiple Funds may be listed for the same Delegated Approver on a single form if funds are under same Funds Center/Dept. Head. Type in all requested information. No attachments are accepted with this form.

As Department Head, I acknowledge the delegation of approval authority does not diminish my ultimate responsibility and accountability for transactions posted to funds in my funds center.

Department Head Signature	Department Head Name	Date
Dean Signature	Date	
Campus Business Officer Signature	Date	

PLEASE FORWARD THE COMPLETED AND SIGNED FORM TO YOUR CAMPUS BUSINESS OFFICE.