

This form is to be used by budget holders to set and approve dollar limits for their employees to acquire goods and services per the Purchasing Policy through various channels including web/cheque requisitions, the Bookstore, Distribution Services and ChemStores.

The budget holder may delegate Spending Authority to one or more of their funds and orgs.

Spending limits may vary between funds.

Date: _____

Fund / Budget Holder	UNBC Employee / Delegate
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
Signature:	Signature:

In the table below, please indicate one fund and org code per line as well as dollar limits* for the specific areas. If more space is needed, please attach a separate spreadsheet.

Delegation **cannot exceed** budget holder's spending authority limit.

Fund	Org	Web/Cheque Requisitions	Bookstore / Copy Centre	Chem Stores	PCard Purchases

*If the dollar amounts apply to specific accounting code(s) please note in the comments below.

This delegation expires on _____ or N/A

Please email to purchasing@unbc.ca

Comments: