Delegation of authority for signing the pre-procurement checklist and internal requisition form at the School of Molecular Bioscience

It is a requirement that the pre-procurement checklist and internal requisition form (order form) are signed by the supervisor. It is possible to delegate this authority to another academic or staff in your laboratory. It cannot be delegated to students or visitors.

If you wish to delegate the authority, please complete this form and return it to the office on level 4 for approval by the Head of School.

I, ................................................., delegate the authority for signing the pre-procurement checklist and internal requisition form at the School of Molecular Bioscience, The University of Sydney, to

1. .................................................. 
   (print name)

2. .................................................. 
   (print name)

3. .................................................. 
   (print name)

Signed: .......................................... Date: ......................

Approval:

I, Prof. Iain L. Campbell, Head of School, School of Molecular Bioscience, The University of Sydney, approve of above delegation of authority

Signed: .......................................... Date: ......................