

Instructions- Delegation of Signature Authority Approval
Board of Trustee *or* Authorized Official

Upper Section

Line 1: "From: Board of Trustees *or* Authorized Official of" – document the agency name

Line 2: "Name and Title" – document the name of the board member or authorized official and their accompanying title

Line 3: "Date" – document the authorization date of the signature authority document

Line 3 (optional): "Board Resolution Number" – document the authorization date of the signature authority document

Line 4: "Effective" – document the date the signature authority goes into effect

Lower Section

Line 1, first blank line: "Name of Authorized Official" - document the name of the authorized official giving signature authority

Line 1, second blank line: "Title of Authorized Official" – document the title of the authorized official giving signature authority

Line 2: "Subrecipient Name" – document the name of the agency

Table, left side of column: "Name/Functional Title" – document the name of the agency staff and their functional title. *Example: Christian Lee, Transit Director*

Table, right side of column: "Document/Conditions" – document the document title.
Example: Master Grant Agreement

Bottom section, line 1: document the subrecipient name

Bottom section, line 2: document the "Date" the Board of Trustees *or* Authorized Official signed the document

Signature – No digital signatures. Hard/wet signature only