



Project Authorization Delegation for Purchases Through SciQuest (KUPPS)

Post Award Services
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From: Principal Investigator _____

Project IDs _____

In accordance with university policy (<http://rgs.ku.edu/forms-policies/downloads/KUPPS-SciQuestAuthorizationPolicy.pdf>), this form must be completed by the Principal Investigator (PI). When approved by KUCR, this form will serve as a delegation of authority for the above-listed KUCR projects under the direction of the named PI.

The following departmental persons are designated with approver-level authority within KUPPS and shall have authority to review and approve purchases in KUPPS on my behalf for the above-listed projects:

Current departmental person(s) who are authorized Approvers in KUPPS:

Name: _____ Signature: _____ Emplid: _____

Name: _____ Signature: _____ Emplid: _____

Name: _____ Signature: _____ Emplid: _____

Name: _____ Signature: _____ Emplid: _____

Name: _____ Signature: _____ Emplid: _____

Name: _____ Signature: _____ Emplid: _____

While I have delegated my approval authority, I understand as PI that I am ultimately responsible for all charges that post to my projects. I understand any change in either personnel or center/department structure may require the submittal of a new plan for approval by KUCR. If a change is due to employee turnover, then a notification (or email) signed by the Chair/ Director/Dean or Fiscal Officer may be submitted in lieu of a new form signed by the PI. Sign below and return form to Anita Abel, Post Award Services.

Principal Investigator Signature: _____ Date: _____

KUCR Approval Signature: _____ Date: _____

For KUCR use only: _____