Date

University of Ottawa

Physical Resources Service

141 Louis Pasteur

Ottawa, ON K1N 6N5

Re: Signature Authorization Transfer to Assisting Project Manager.

This letter is to inform you that the signing authority for the financial aspect of project\_\_\_ - \_\_\_ - \_\_\_ has been delegated to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This includes signing work orders, change orders, approving invoices and other non work order expenses and providing budget revisions.

This letter covers the period of \_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_.

 or

This letter covers the entire life of the project.

It is agreed that by issuing signing authority, the University project accounting contact becomes the assisting project manager, ensuring timely communication.

This letter may be used for University of Ottawa project auditing purposes.

Sincerely,

[Project Manager]

[Assisting Project Manager]

[**Title**]

cc: Natalie Watson