



Palo Alto Institute for Research & Education

P.O. Box V-38 • Palo Alto, CA 94304-0038

DELEGATION OF SIGNATURE AUTHORITY

Only the Principal Investigator whose three letter code leads off the project number is automatically authorized to sign on the PAIRE account. Others listed as Co-Investigators or Co-Principal Investigators on Grant Applications or on VA or IRB approvals must be authorized using this form.

Those to whom the P.I. has delegated signature authority must sign their own name, as opposed to signing the P.I.'s name or using a signature stamp, on any documents sent to PAIRE for processing.

Unless restrictions are noted below, this person will have full authority on all the P.I.'s present and future accounts, including access to account finances and closure, with the exception of actions affecting him/her self (reimbursements, pay increases, timesheets, etc.).

Send the **completed original** form to PAIRE - 151P. If you fax it to 650.858.3907 you are still required to send the original form to PAIRE.

Only check the boxes below if specific authorizations apply:

Authorized

- New Hires
- Timesheets
- Pay rate changes
- Performance Reviews
- Terminations
- Purchase Orders
- Check Requests (this includes Travel Reimbursements)
- Account (financial) information
- Account closure
- Other (specify) _____

Only complete this section if you wish to limit authorizations:

- Specific account(s) _____
- Specific dates _____
- Not to exceed _____
- Other (specify) _____

The information below is required:

Effective date of this authorization: _____

Expiration date of this authorization*: _____ (*Note: Form may be in effect for no more than 2 years)

Person authorized to sign on PAIRE account(s)

Signature

PAIRE Investigator's Name

PAIRE Investigator's Signature

