Appendix E

TEMPORARY NOTICE OF DELEGATION FORM

| Policy | Policy on the Approval of Contracts and Designation of Signing Authority (Article 28) |

To: Secretary-General  
CC: Controller

FROM:  
DATE:  

In accordance with the Policy on the Approval of Contracts and Designation of Signing Authority ("Policy"), approval and signing authority may be delegated by the signing officer or delegate during unavailability or temporary absences.* The exercise of delegated authority during temporary absences is subject to all Policy obligations or conditions applicable to signing officers and delegates. Positions vested with the authority to approve and sign contracts during temporary absences shall report on the exercise of the delegated authority using Appendix D, once the temporary delegation has been completed. The signing officer remains responsible for all delegations made by him/her under this Policy.

* Sub-delegates are not authorized to delegate their approval and signing obligations during unavailability or temporary absences. See Articles 28 and 29 of the Policy.

_________________________________  
TEMPORARY NOTICE OF DELEGATION  

This is to inform you that I, ___________________________, will be away from McGill University from

__________________________ to __________________________. Please note that for the period of my absence,

I have delegated approval and signing authority to ___________________________ (name, position title and HR grade).

_________________________________  
Signature of signing officer or delegate  

_________________________________  
Temporary Signing Officer