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