

For Use by Public Bodies

DELEGATION OF PURCHASING AUTHORITY
BY THE HEAD OF A PUBLIC BODY

Internal Delegate Information			
Public Body:			
Recipient of Delegation:			
Position Title:			
Start Date:		End Date:	

Delegations (select all that apply)	Restrictions
Change Order Authorizations	Maximum Limit \$:
	No Monetary Limit
Exceptions to Open Calls for Bids	Maximum Limit \$:
	No Monetary Limit
Annual Procurement Plan	
Other Conditions	

Authorization	
Head of Public Body:	
Signature:	
Signature Date:	

This form is for internal purposes. Further to section 29 of the **Public Procurement Regulations**, this record of delegation must be retained by the Public Body and made available to the Chief Procurement Officer upon request.