

**Department of Neurology**  
Dulles 3rd Floor, Room 218  
3400 Spruce St  
Philadelphia, PA 19140  
215-662-2700



As PI, you have the authority to delegate purchasing authority to a lab member. The delegated person would then be able to make purchases on your behalf without your prior approval within the parameters listed below. This does not include subcontract invoice approvals. Direct PI approval is required for subcontractor invoices.

- Principle Investigator:
- Delegate Name:
- Daily Purchasing dollar limit (if any):
- Accounts allowable for use and/or account restrictions:
  
- Time restrictions (expirations date or 'until receive email rescinding authority'):
  
- Is this person allowed to delegate purchasing authority to other lab members within these limits?
  - Yes
  - No

***By signing this form, you agree to follow all University/PSOM/Dept purchasing policy and guidelines***

Principle Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Delegate Signature: \_\_\_\_\_ Date: \_\_\_\_\_