

Financial Management Decision Authority Delegation

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Dear [Recipient Name],

I am writing to formally delegate financial management decision authority to you. This delegation is effective from [Start Date] to [End Date] and includes the following responsibilities:

- Budget approval up to [Amount].
- Expenditure authorization for [Specify Categories].
- Review and approval of financial reports.

As a delegated authority, you are expected to make decisions that align with our financial policies and strategic objectives. Please ensure all expenditures and financial transactions are documented and approved accordingly.

Should you have any questions or require further clarification regarding this delegation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]