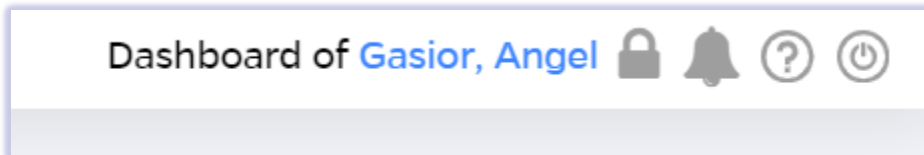




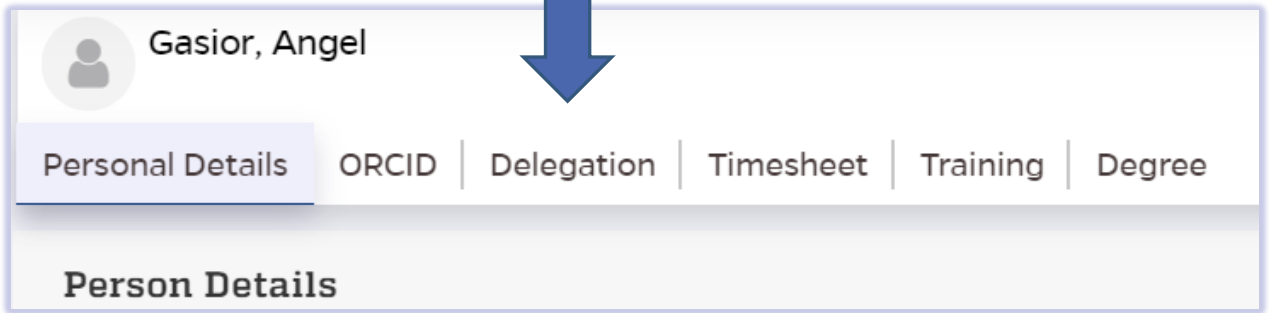
# Delegation of Approval Authority

How can I temporarily delegate my approval authority for review of Proposals?

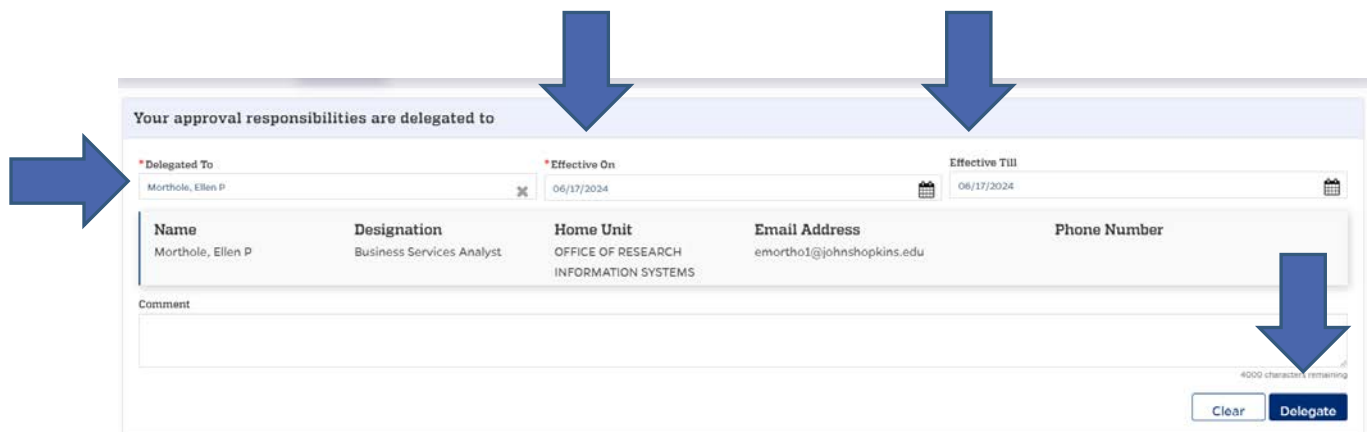
- ❑ Click on *your name* in the upper right corner of the screen.



- ❑ Click on the **Delegation** Tab.



- ❑ Complete the **Delegated To:** and **Effective Date** fields as desired. To enter a name in Fibi be sure to use the format → LAST NAME, FIRST NAME.



- ❑ Click on the **Delegate** button.

A system notification will be sent to the person whom the approval authority has been delegated to for acceptance.

- ❑ If needed, the delegation can be edited and/or removed after it has been added or it will simply expire based on the **Effective Till:** date.