

When to complete the Research Finance Delegation of Signing Authority (DoSA) Form

Principal Investigator /
Account Holder
extends authorization
to an individual
to make and approve
spending decisions
independent
of the Principal
Investigator/Project
Holder

DoSA form **required**

(the person must have
knowledge and
familiarity of the
Research Project)

Principal Investigator /
Account Holder makes and
approves the Research
Project spending decisions
but
requires assistance in
processing transactions
in Mustang Market

DoSA Form **not required**

Required is the
Procurement Mustang
Market Sign up and
Authorization Form

Documentation:

- No documentation required **if** transaction is processed through Mustang Market
- For transactions that occur **outside of Mustang Market**, the written authorization from the Principal Investigator is to be kept on file for each transaction (email from PI is acceptable)

Principal Investigator /
Account Holder makes
and approves the
Research Project spending
decisions
but
requires assistance in
processing transactions
**outside of Mustang
Market**

DoSA Form **not required**

Documentation:

- For transactions that occur **outside of Mustang Market**, the written authorization from the Principal Investigator is to be kept on file for each transaction (email from PI is acceptable)