

Delegation of Authority Matrix

Define who may request, approve, sign, spend, change, access, hire, contract, and escalate within documented limits.

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

- 01 Role and authority map
- 02 Financial limits
- 03 Contract and hiring authority
- 04 System and data authority
- 05 Exceptions and review

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through Delegation of Authority Matrix

Record what is known, identify the source, assign an owner, and make missing information visible.

Role and authority map

Purpose / facts / owner / evidence / date:

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Financial limits

Purpose / facts / owner / evidence / date:

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Contract and hiring authority

Purpose / facts / owner / evidence / date:

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Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

System and data authority

Purpose / facts / owner / evidence / date:

Exceptions and review

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: Delegation of Authority Matrix

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