

APPLICATION INFORMATION			
Applicant name		School / Directorate	
Position Classification	Academic	HEW	Teacher
Level			
Authorised by		Approved for	
		Delegation to Approve (refer Section A & C)	
		Delegation to Purchase (refer Section B & C)	
In giving authorisation for this new delegation I confirm I have read the Delegations Policy and am aware of my responsibilities.		Signed by Authorising Delegate	

SECTION A – DELEGATION TO APPROVE

Approval is hereby requested for the Vice-Chancellor's delegation, in accordance with Section 1.1 of the [Delegations Band Value Limit Table](#) of the Delegations Policy, and as designated below

		Approval Limit
Band 9	HEW 4 – 7 / TAFE EM1	\$1,000
Band 8	HEW 8+ / TAFE EM2 / Coordinator, School Services / Coordinator, Technical Services / Coordinator, WIL / Research & Revenue Officer	\$5,000
Band 7	PVC / Head of Campus / Dean / Exec Director / Director / Registrar / General Manager (Higher Ed) or equiv.	\$150,000
Band 1-6	Refer Delegations Band Value Limit Table	Refer Delegations Band Value Limit Table

If access to approve in myFinance is required please complete the [Finance Systems User Access](#) form and submit with this Application.

SECTION B – DELEGATION TO PURCHASE (PURCHASE CARDHOLDER)

Approval is hereby requested for the Vice-Chancellor's delegation, in accordance with Section 7 of the [Delegations Band Value Limit Table](#) of the Delegations Policy, and as designated below.

		Transaction Limit	Monthly Limit
Band 9	HEW 4 – 7 / TAFE EM1	\$1,000	\$5,000
Band 8	HEW 8+ / TAFE EM2 / Coordinator, School Services / Coordinator, Technical Services / Coordinator, WIL / Research & Revenue Officer	\$2,500	\$15,000
Band 7	PVC / Head of Campus / Dean / Exec Director / Director / Registrar / General Manager (Higher Ed) or equiv.	\$5,000	\$15,000
Band 1-6	Refer Delegations Band Value Limit Table	Refer Delegations Band Value Limit Table	

Note that a Financial Delegation does not automatically authorise the applicant to be issued a purchase card.

All purchase cardholder applicants must complete the [NAB Visa Purchasing Card Cardholder Request](#) and submit with this Application.

SECTION C – FINANCIAL DELEGATION DECLARATION

As a financial delegate I have read and understand the following Policy and Procedure documents:

- Assets, Attractive Items & Inventory Management
- Delegations – Contract, Financial, Staffing & Tender
- Procurement of Goods & Services
- Fraud and Corrupt Conduct
- Travel
- Purchasing Card

My financial delegation is subject to the restriction that I can only commit funds up to my authorised limit, where I have an authorised budget. By authorising expenditure or commitments under this delegation, I am stating that:

- The transaction is only for University business and includes no personal expenditure component
- All University Policies and Procedures have been observed
- Sufficient funds are available from the appropriate budget
- I am authorised to use the funds I'm seeking to expend
- I accept responsibility for approving the transaction in full knowledge of the conditions, both internal and external, that apply to the use of the designated funds including research funds and grants from external bodies
- The expenditure complies with all appropriate Australian Laws, Industrial and Work Place Agreements

In signing this Application I am confirming I have read and understood all of the above requirements.	Signed Applicant
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SECTION D – FINANCE USE ONLY

Financial Delegation Register updated	myFinance User Access forwarded to Finance Systems via Service Now	NAB Cardholder Request forwarded to FS Hub via Service Now
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Processed by

PLEASE SUBMIT COMPLETED FORM VIA SERVICE NOW WITH ATTACHMENTS