

SECTION A – TO BE COMPLETED BY APPLICANT

Applicant name	School / Directorate
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Position Classification	Academic	HEW	Teacher	VCO
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DELEGATION TO APPROVE (INCOME & EXPENDITURE OF UNIVERSITY FUNDS WITHIN BUDGET)

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	Tick if req'd
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	\$150,000	
Band 1-6	Refer Delegations Band Value Limit Table	Refer Delegations Band Value Limit Table	

NB. If access to approve in myFinance &/or Concur is required the [Finance Systems User Access](#) form needs to be completed as well.

DELEGATION TO PURCHASE (USING A UNIVERSITY PURCHASE CARD)

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	Tick if req'd
Band 9	HEW 4 – 7 / TAFE EM1 / Academic Level A	\$1,000	\$5,000	
Band 8	HEW 8+ / TAFE EM2 / Academic Level B - E / 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	\$5,000	\$15,000	
Band 1-6	Refer Delegations Band Value Limit Table	Refer Delegations Band Value Limit Table		

NB. All purchase cardholder applicants need to complete the [NAB Visa Purchasing Card Cardholder Request](#) and submit with approved Financial Delegation Application.

APPLICANT DECLARATION

By applying for Financial Delegation I have read and understood 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

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

SECTION B – TO BE COMPLETED BY AUTHORISING DELEGATE

In giving authorisation for this new delegation I confirm I have read the Delegations Policy and am aware of my responsibilities as the authorising delegate

Authorised by

 Signed by
 Authorising Delegate

PLEASE SUBMIT COMPLETED FORM VIA FINANCE SERVICE PORTAL WITH ANY ATTACHMENTS
SECTION C – TO BE COMPLETED BY FINANCE

 ServiceNow
 Request ID

 NAB Cardholder Request forwarded
 to FS Hub via ServiceNow

 Purchase card authorised
 for processing?

Yes

No

 Financial Delegation
 Register updated

Updated by