

SECTION A – TO BE COMPLETED BY APPLICANT

Applicant name	Staff ID #
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Organisation Position

DELEGATION TO APPROVE (INCOME & EXPENDITURE OF UNIVERSITY FUNDS WITHIN BUDGET)

Approval is hereby requested for the Vice-Chancellor's delegation, in accordance with Sections 1.1 & 1.2 of the Instrument & Register of Delegations , and as specified below		Approval Limit	Tick req'd
Band 8	HEW 4-7 and TAFE EM1; Program Manager (TAFE)	\$1,000	
Band 7	Director, Research Centres/Institutes; HEW8+; Head of Centre; TAFE EM2; Coordinator Academic Services; Coordinator Technical Services; Research Finance & Revenue Officer	\$5,000	
Band 6	Assoc DVC; Executive Dean; Dean; Exec Director; Deputy CFO; Director (Portfolio); Director, Regional Strategy and Engagement; Campus Director (Wimmera); Registrar; Director (TAFE); Program Director, ERP; Advisor to the Provost (Special Projects); Deputy CE TAFE; Director, Global Market Development	\$150,000	
Band 1-5	Refer Instrument & Register of Delegations	Refer Instrument & Register of Delegations	

NB. If approval access in myFinance &/or Concur is required the [Finance Systems User Access](#) form must be completed in conjunction with this Application.

DELEGATION TO PURCHASE (USE OF A UNIVERSITY PURCHASE CARD)

Approval is hereby requested for the Vice-Chancellor's delegation, in accordance with Sections 1.1 of the Instrument & Register of Delegations , and as specified below		Transaction Limit	Monthly Limit	Tick req'd
Band 8	HEW 4-7 and TAFE EM1; Program Manager (TAFE)	\$1,000	\$5,000	
Band 7	Director, Research Centres/Institutes; HEW8+; Head of Centre; TAFE EM2; Coordinator Academic Services; Coordinator Technical Services; Research Finance & Revenue Officer	\$2,500	\$15,000	
Band 6	Assoc DVC; Executive Dean; Dean; Exec Director; Deputy CFO; Director (Portfolio); Director, Regional Strategy and Engagement; Campus Director (Wimmera); Registrar; Director (TAFE); Program Director, ERP; Advisor to the Provost (Special Projects); Deputy CE TAFE; Director, Global Market Development	\$5,000	\$15,000	
Band 1-5	Refer Instrument & Register of Delegations	Refer Instrument & Register of Delegations		

NB. All purchase cardholder applicants need to complete the [NAB Visa Corporate Card Cardholder Request](#) and [100 Point Check](#), and attach when submitting approved Financial Delegation Application.

APPLICANT DECLARATION

By applying for Financial Delegation, I have read and understood the following Policy and Procedure documents:

- Finance Governance Procedural Manuals ([OG2085/2080](#))
- Fraud and Corruption Control Procedure ([OG912](#))
- Delegations – Contract, Financial, Staffing & Tender Procedure ([OG1829](#))
- Assets Management – Operations Manual ([OG2094](#))

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 Workplace Agreements

In signing this Application, I confirm I have read and understood all of the above requirements.

Applicant signature

SECTION B – TO BE COMPLETED BY AUTHORISING DELEGATE

This Financial Delegation is for a:	New employee Change to existing delegation	Authorised by
In giving authorisation for this Financial Delegation, I confirm I have read the Delegations Procedure and am aware of my responsibilities as the authorising delegate.		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			