

FINANCIAL DELEGATIONS APPROVER LISTING

University Council has approved the Policy on Delegations and Authorisations.

General expenditure delegations are to be in accordance with Schedule 3 – Expenditure Delegations. Each approval level (Band) requires nomination of at least one Approver in each Band. There is the facility to nominate a further two Approvers in each Band, if required. See below for the appropriate HEW levels for each Band.

Travel expenditure delegations are to be in accordance with Schedule 6 – Travel Delegations.

Delegates must be Budget Centre Managers to be able to approve expenditure and as such require Banner Finance access to the relevant organisation codes. If they are not already approved to monitor and manage transactions against the relevant organisation code, the Primary or Secondary Budget Centre Manager will need to provide approval for that authority by completing the request at:

<http://www.csu.edu.au/division/finserv/staff/banner/request-for-banner-finance-access>

Band 1	Staff HEW 3 – 4	May approve up to \$ 3,000
Band 2	Staff HEW 5 – 6	May approve up to \$ 8,000
Band 3	Staff HEW 7 – 8	May approve up to \$ 10,000
Band 4	Staff HEW 9 – 10	May approve up to \$ 20,000
Band 6	Directors / Heads of School	May approve up to \$ 50,000
Band 7	Deans, Executive Directors, HOC Research Centre Directors	May approve up to \$100,000

General expenditure authorisations will default to the Head of School / Director where no Band 1 to 4 delegates are named.

Please use the following form to nominate delegates for each organisation code in your area.

The 'Financial Delegations Approval Listing' is available at:

<http://www.csu.edu.au/division/finserv/staff/policies/p-autho-signatories>

Further information on the Policy on Delegations and Authorisations is available at:

<http://www.csu.edu.au/adminman/del/policy-schedules.htm>

Please return this form to email: travelcard@csu.edu.au

For more information, please contact Travel Card on 02 6933 4488.

Thank you

Manager, Procurement & Travel

Division of Finance

CHARLES STURT UNIVERSITY GENERAL EXPENDITURE DELEGATIONS

Please return completed forms to Travel, Division of Finance, by email: travelcard@csu.edu.au or fax: 02 6933 4052

	Org Code(s) affected:			
	Approvers			
	Staff ID	Name	HEW Level (Administrative Purposes Only)	
Band 1 Approval to \$ 3,000				
Band 1 Sequence 1				
Band 1 Sequence 2				
Band 1 Sequence 3				
Band 2 Approval to \$ 8,000				
Band 2 Sequence 1				
Band 2 Sequence 2				
Band 2 Sequence 3				
Band 3 Approval to \$ 10,000				
Band 3 Sequence 1				
Band 3 Sequence 2				
Band 3 Sequence 3				
Band 4 Approval to \$ 20,000				
Band 4 Sequence 1				
Band 4 Sequence 2				
Band 4 Sequence 3				
Band 6 Approval to \$ 50,000				
Band 6 Sequence 1				
Band 7 Approval to \$100,000				
Band 7 Sequence 1				
	First Approver		Second Approver	
	Staff ID	Name	Staff ID	Name
Domestic Travel (from Band 3 & above)				
International Travel (from Band 7 & above)				

Approved by:

Signature

Name

Position

ver. Mar 2015