



## 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:

<https://finance.csu.edu.au/systems/university-finance-system>

<b>Band 1</b>	Staff HEW 3 - 4	Currently inactive
<b>Band 2</b>	Staff HEW 5 - 6	May approve up to \$3,000
<b>Band 3</b>	Staff HEW 7 - 8	May approve up to \$5,000
<b>Band 4</b>	Staff HEW 9 - 10	May approve up to \$10,000
<b>Band 6</b>	Directors/ Heads of School	May approve up to \$25,000
<b>Band 7</b>	Deans, Executive Directors HOC, Research Centre Directors	May approve up to \$50,000

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:  
<https://online.csu.edu.au/Inter/Action?A=B&B=delegations>

Further information on the Policy on Delegations and Authorisations is available at:  
<https://policy.csu.edu.au/document/view-current.php?id=21>

Please return this form to email [travelcard@csu.edu.au](mailto:travelcard@csu.edu.au)

For more information, please contact Travel 02 6933 4488.

**CHARLES STURT UNIVERSITY  
GENERAL EXPENDITURE DELEGATIONS**

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

<b>Org Code (s):</b>				
	<b>Approvers</b>		<b>HEW Level(Administrative Purposes Only)</b>	
	<b>Staff ID</b>	<b>Name</b>		
<b>Band 1 Currently inactive</b>				
<b>Band 1</b>	N/A	N/A	N/A	
<b>Band 2 Approval to \$3000.00</b>				
<b>Band 2</b>				
<b>Band 3 Approval to \$5000.00</b>				
<b>Band 3</b>				
<b>Band 4 Approval to \$10,000.00</b>				
<b>Band 4</b>				
<b>Band 6 Approval to \$25,000.00</b>				
<b>Band 6</b>				
<b>Band 7 Approval to \$50,000.00</b>				
<b>Band 7</b>				
	<b>First Approver</b>		<b>Second Approver</b>	
	<b>Staff ID</b>	<b>Name</b>	<b>Staff ID</b>	<b>Name</b>
<b>Domestic Travel (from Band 3 &amp; above)</b>				
<b>International Travel (from Band 7 &amp; above)</b>				

v.7/2021

**Approved:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position**