

Delegation and Signature Authority Form



THE UNIVERSITY OF
MELBOURNE

Original Forms Only to be forwarded to Financial Operations(No Faxed Copies Accepted)

Section A: Applicant Details Only

Employee Number							
Family Name							
Given Name(s)				Designation No.			
Position Name				Position No.			
Department Name				Department No.			
Is this a New University Appointment Yes /No. If "No", and applicant has an exiting delegation, please provide the Department No(s) and Name.(s) for the existing delegation. Dept No.(s)							
Dept Name(s)							

Section B: Applicant Authorised For

Authorising Limits	No Financial Limit Required /\$5,000/\$60,000 (Where financial authority required, please circle relevant limit)						
For Faculty Wide Authorisation (please provide Faculty no.)				For Department only Authorisation (please provide Dept No.)			
Date Authority Effective from				Date Authority Effective To			
Authorised for On Line Approvals via Web Menu/Themis					Yes	No	
Salary	Yes	No	Invoice Approval Internal Trading Purchase Orders		Yes	No	
Leave	Yes	No					
Research Publications	Yes	No					

(Note: If authority is for non- financial reasons, please select "No Financial Limit required". For each other access requirement, please circle either Yes or No. See note below for authority levels).

Section C: Applicant Sample Signature

As an authorised signatory, I am aware of my responsibility to ensure that all payments authorised by me are appropriate, and that I will comply with University procedures as set out in Council Resolution 17.1R6 (Delegations of Authority).

Applicant Sample Signature	
Please sign in BLACK INK and within the box	

Section D: Approved By

<u>Dean/Head of Department (Printed Name)</u>	
<u>Dean/Head of Department Signature</u>	

Authority Levels.

A restricted number of staff may authorise payments.

1. Staff with authority to authorise up to \$60,000 include

Deans, Heads of Departments, Deputy Heads
Professors – when nominated by head of Department
Departmental Business Managers at Hew 8 or above when nominated by Head of Department
Faculty General Managers when nominated by the Dean

2. General staff at or above classification HEW 6 may authorise payments up to \$5,000 when nominated by the Heads of Department.
3. FURTHER information can be found in Finance Policy and Procedures Chapters 2, 8 and 9