# Delegations Rule – authority to act

Use this form to authorise an employee under your supervision to exercise a delegation attached to your position where:

- you are satisfied the employee is qualified to exercise the delegation; and

- the activity is routine*, conforms with recognised University policy, procedure or practice and does not require the employee to exercise significant independent judgement.

*Only the delegation codes listed on this form are considered routine activities. (please see Delegation Rule, Schedule A for a full description of the relevant delegation).*

*For any other delegation code, please contact the Policy Adviser at policies@scu.edu.au*

## DETAILS OF EMPLOYEE AUTHORISED:

Name: …………………………………………………………………………………………………......................

Position title: ...................................................................................................................................

Work Unit: ….....................................................................................................................................

Period of authorisation: ........................................................ to ..................................................................
                      *(commencement date)*                                *(expiry date – leave blank if ongoing)*

Any limitation on authorisation: ………………………………………………………………………………

## DELEGATIONS INVOLVED:

| Delegation code/s<br>*(Tick to authorise)* | Conditions attached to authorisation |
| --- | --- |
| **Budgeted Expenditure:**<br>*(Approve, commit or incur expenditure within approved budget)* | |
| VC expenditure (FN85) | *Authorised person may approve expenditure on my behalf up to a maximum of $10,000 per transaction.* |
| HOW expenditure (FN63) | *Authorised person may approve expenditure on my behalf up to a maximum of $10,000 per transaction.* |
| Exec expenditure (FN64) | *Authorised person may approve expenditure on my behalf up to a maximum of $10,000 per transaction.* |
| **Refunds:** | |
| Director, Student Administration Services (FN115)<br>*Waive, refund, remit or issue credit note for student related charges or contributions* | *Authorised person may approve refunds on my behalf up to a maximum of $10,000 per transaction.* |
| Director, Financial Operations (FN118)<br>*Waive, refund, remit or issue credit note for non-student related charges and fines* | *Authorised person may approve refunds on my behalf up to a maximum of $10,000 per transaction.* |

## AUTHORITY

I authorise the above person to exercise my Delegation indicated above and on the conditions specified.

Delegate's position title: ................................................................ Name: ...................................................

Delegate's signature: .................................................................... Date: ....................................................

*Email the completed form to authorisations@scu.edu.au & servicedesk@scu.edu.au*