



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 judgment.

Please see [Delegation Rule, Schedule A](#) for a full description of the relevant delegation.

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 (Tick to authorise)	Conditions attached to authorisation
Budgeted Expenditure: (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) <i>Waive, refund, remit or issue credit note for student related charges or contributions</i>	Authorised person may approve refunds on my behalf up to a maximum of \$10,000 per transaction.
Director, Financial Operations (FN118) <i>Waive, refund, remit or issue credit note for non-student related charges and fines</i>	Authorised person may approve refunds on my behalf up to a maximum of \$10,000 per transaction.
Other:	
Delegate: Delegation ID: Delegation Description:	

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; and
- If the authorisation relates to budgeted expenditure or refunds, servicedesk@scu.edu.au