

Schedule of Financial Delegations

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All delegations are to be exercised subject to budgetary limitations. These delegations are governed by Section 21A of the University of New England Act and Section1(c) of the University Guidelines for Commercial Activities.

- Authority above the maximum levels indicated in the tables is subject to prior approval by Council or Committees of Council as established under the University of New England Act, 1993
- Council and Committees of Council will delegate signing authority to the Vice-Chancellor for recorded approvals, as above
- Approvals under all delegations are subject to specific approved budget allocations.
- Delegations pass to the persons acting in the role where so approved by the delegate's direct manager in writing.

1. Authority to commit funds for purchases (including signing of requisitions and payment requests).

Position	Authority	Comments
Vice-Chancellor's Office Vice-Chancellor	\$2,000,000	
Chief Operating Officer's Office Chief Operating Officer	\$1,000,000	
Director / Deputy Director Financial Services	\$100,000	
Directors/Deputy Directors	\$20,000	
The Deputy Vice-Chancellor's Office Deputy Vice-Chancellor	\$250,000	
Pro Vice-Chancellor (Academic)	\$250,000	
Pro Vice-Chancellor (Research)	\$250,000	
Heads of Research Centres/ Institutes outside Faculties	\$50,000	
Pro Vice-Chancellors and Deans	\$50,000	
Heads of Schools	\$20,000	Subject to approval by relevant

University Librarian	\$50,000	supervisor
Directors/Deputy Directors	\$20,000	
Faculty Resource/Finance Managers	\$10,000	
Chief Development Officer's Office		
Chief Development Officer	\$250,000	
Manager, Residential System	\$20,000	
Directors & Deputy Directors	\$20,000	
Heads of Residences	\$10,000	
Nominated Members of Staff		
by Director or above in writing and approved by the COO or Director/Deputy Director, Financial Services	\$5,000	

2 Authority to certify payment requests, including investments, and associated expenses, overheads and the provision of utilities (eg telephone and postal services, electricity, gas, local government rates and other charges)

Position	Authority	Comments
Vice –Chancellor	\$2,000,000	All payroll & related payments as required
Chief Operating Officer	\$1,000,000	
Deputy Vice-Chancellor	\$250,000	
Chief Development Officer	\$250,000	
Pro Vice-Chancellor (Academic)	\$250,000	
Pro Vice-Chancellor (Research)	\$250,000	
Director, Human Resource Services	\$250,000	
Director/ Deputy Director FMS	\$100,000	Insurance confirmations and payments as required
Director / Deputy Director, Financial Services	\$100,000	

3 Authority to commit funds for payroll and approve associated payments

Position	Authority	Comments
Vice-Chancellor	\$6,000,000	
Director Human Resources	\$4,000,000	
Chief Operating Officer	\$4,000,000	

4 Authority to commit funds for capital works

Position	Authority	Comments
Vice –Chancellor	\$2,000,000	Furniture, equipment and minor plant and maintenance
Chief Operating Officer	\$500,000	
Director, Facilities Management	\$100,000	
Director/Deputy Director Financial Services	\$50,000	

5 Authority to execute a contract or otherwise enter into a binding legal agreement, including consultancy agreements and other service contracts (Both engagement of and provision of).

Position	Authority	Comments
Vice –Chancellor	\$2,000,000	Services and consultancies
Chief Operating Officer	\$1,000,000	
Chief Development Officer	\$250,000	
Deputy Vice-Chancellor	\$250,000	
Pro Vice-Chancellor (Research)	\$250,000	
Pro Vice-Chancellor (Academic)	\$100,000	
Director, Facilities Management Services	\$100,000	
Director/Deputy Director Financial Services	\$50,000	

6 Authority to certify general journal transactions, and rollover of short-term investments.

Position	Authority	Comments
Vice-Chancellor	\$5,000,000	Rollover of investments previously approved by Council General journals delegation as approved by the Director / Deputy Director Financial services
Chief Operating Officer	\$2,000,000	
Director / Deputy Director Financial Services	\$1,000,000	

7 Authority to sign cheques and other banking documents.

Position	Authority	Comments
Two signatories from a group approved by the Director / Deputy Director Financial Services in accordance with policy approved by the COO	Transactions approved in the normal course of business	Banking, Investments and payments by cheque, EFTs etc

8 Authority to write off or otherwise dispose of debts, or damaged, irreparable, obsolete, missing and/or surplus equipment or stores.

Position	Authority	Comments
Vice-Chancellor	\$1,000,000	Library resource materials.
Chief Operating Officer	\$500,000	
Director / Deputy Director Financial Services	\$250,000	
University Librarian	\$50,000	

9 Authority to approve issue of UNE Purchasing Cards/Credit Cards and expenditure authority. (Total monthly expenditure with any one item limit of \$1,500 or higher where so approved by the Director / Director Financial Services)

Position	Authority	Comments
Vice-Chancellor	\$5,000	Subject to transaction amount and transaction type limits. And up to \$20,000 for specific purposes or situations as approved by the Director Financial Services
Chief Operating Officer	\$5,000	
Deputy Director, Financial Services	\$5,000	
Purchasing supply officer	\$50,000	Expenditure of up to this limit in the performance of his purchase duties