



Delegations Rule – authority to act on behalf of a delegate

A delegate may use this form to authorise an employee under their supervision to exercise a delegation attached to the delegate's position where:

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

AUTHORITY GIVEN TO:

Position title: (current occupant):

Work Unit:

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

DELEGATIONS INVOLVED

Delegation code/s (Tick to authorise)	Conditions attached to authorisation
FN62 - VC expenditure	Authorised person may approve expenditure on my behalf up to a maximum of \$10,000 per transaction.
FN63 - HOW expenditure	Authorised person may approve expenditure on my behalf up to a maximum of \$10,000 per transaction.
FN64 - Exec expenditure	Authorised person may approve expenditure on my behalf up to a maximum of \$10,000 per transaction.
FN115 - Student Refunds (domestic) (Director, Student Administration Services)	Authorised person may approve refunds on my behalf up to a maximum of \$10,000 per transaction.
FN116 - Student Refunds (International) Director, SCU International	Authorised person may approve refunds on my behalf up to a maximum of \$10,000 per transaction.
FN118 – Refunds (Other) Director, Financial Operations	Authorised person may approve refunds on my behalf up to a maximum of \$10,000 per transaction.

AUTHORITY

I authorise the above position to exercise my Delegation Code(s) indicated and on the conditions specified.

Delegate's position title: Name:

Delegate's signature*: Date:

[*Signature requirement is taken to have been met if this form is transmitted from the delegate's official University email address and the email specifically states the nature of the approval and that the approval is granted.]

Email the completed form to authorisations@scu.edu.au; jira-ca@scu.edu.au using the submit button

Submit form