

FINANCIAL SYSTEMS ACCESS AND DELEGATION OF SIGNING AUTHORITIES FORM



SECTION 1 – Personal/Employee Details

First Name										Last Name																													
Staff ID No.										Pop a/c Name (Issued by IT)										Telephone										Please return completed form to Financial Services, Private Bag 53, Sandy Bay									
BCC No.										Budget Centre Description										Any queries please contact ext 7512 or email FMIS.Help@utas.edu.au																			
Email Address																																							

SECTION 2 – Access Rights

Cross where required appropriate systems and access rights.

Financial Management Information System (FMIS)

The FMIS is the principle record of the University's financial activities. Staff who prepare and approve journals and purchase orders or work in an a financial role will require access to the FMIS. **ALL USERS** are required to undertake a training course prior to access being formally granted.

Please select the appropriate level of access to the FMIS:

- | | | |
|--|--|---|
| <input type="checkbox"/> Inquiry & Reporting | <input type="checkbox"/> Purchase Order Entry OR | <input type="checkbox"/> HR Lookup (access to all salary costs for Budget Centre nominated above) |
| <input type="checkbox"/> Journal Entry | <input type="checkbox"/> Purchase Order Approval (requires Signing Delegation of Finance Officer or above) | |

Financial Reporting and Business Intelligence

Financial reporting is available via the MIRU data warehouse and the Finance Information Portal. Access to these systems is recommended for those requiring reports or transaction lookups.

SECTION 3 – Delegation of Signing Authority

Cross where required appropriate signing delegations

For a summary of delegation levels and limits refer to http://www.utas.edu.au/docs/fin_services/forms/delegframework.pdf for a more detailed information on the University's delegation framework please refer to <http://www.utas.edu.au/policy/delegations.html>

- | | | |
|--|--|--|
| <input type="checkbox"/> FMIS Operative | <input type="checkbox"/> Head of School / Section | <input type="checkbox"/> Faculty Dean |
| <input type="checkbox"/> Finance Officer | <input type="checkbox"/> Deputy Head of School /Section | <input type="checkbox"/> Deputy Faculty Dean |
| <input type="checkbox"/> Faculty Manager | Others: _____ (AMC, IMOS, Menzies – as per UTAS Delegation Register) | |

Please Note:

Deputy Heads will only have delegated authority during the Head's absence. Whilst more than one Deputy Head can be nominated, only one can hold the Head's delegated authority at any one time. Heads must formally advise Financial Services of periods of absence, and their delegated Deputy if more than one has been nominated. Deans / Heads of Division must authorise changes to Heads of School / Sections.

SECTION 4 – Confidentiality Agreement

Information held on the University of Tasmania's financial management systems are **strictly confidential**. Access to this information is provided to assist you in the performance of your University duties only. Information held there may only be used for legitimate purposes and must not be disclosed to any unauthorised person unless prior authorisation has been given by the Director, Financial Services.

I agree that:

- I will use information obtained from the Financial Management Information System for University purposes only
- I will not allow any other person to use my access code and I will not disclose my password to anyone.
- I will notify the Director, Financial Services in writing if my role with the University changes or that I no longer require access to the Financial Management Information System to perform my duties.

SECTION 5 – Authorisation

I hereby authorise access to the above mentioned system(s) with the selected access rights and delegations.

Signature

Print name

Date (DD/MM/YYYY)

Signature

Date (DD/MM/YYYY)