

## Financial Delegations – Summary Table

	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMS Operative
Authorisation of petty cash expenses	Default limit of \$200											
University Business Card	Default limit of \$3000											\$1000
Purchase Orders/Expenditure: Budgeted	\$1 million	\$0.5 million [DVC[A]&P Budget)	\$0.5 million (PVC Budget)	\$0.5 million (PVC Budget)	\$0.5 million (EDFA Budget) \$1 million Central Uni services (Admin, Capital Plan etc)	\$150,000 (within Division Budget	\$250,000 (within Faculty Budget)	\$50,000	\$50,000 OR \$150,000 for pre-approved expenditure for Services or Capital Works	\$50,000 (within Faculty Budget)	\$5,000	\$1,000
Purchase Orders/Expenditure: Unbudgeted	\$250,000											
Internal purchases	Unlimited	\$0.5 million	\$0.5 million	\$0.5 million	\$1 million	\$150,000	\$250,000	\$50,000	\$50,000	\$50,000	\$5,000	\$1,000
Accounts receivable: debtors invoice					Unlimited		\$250,000	\$50,000	\$50,000	\$50,000	\$5,000	\$1,000
Accounts receivable: Adjustment notes					Unlimited		\$250,000	\$50,000	\$50,000	\$50,000	\$5,000	\$1,000
Accounts receivable: Provision for doubtful debt					Unlimited							
Debt write-offs: student fees, general debt write-off					\$250,000							
Approving Senior Executive (VC, DVC, PVCs) expenditure for UTAS activities made through UTAS business card or AMEX or for reimbursement of private expenditure on such activities					x							

Asset Register deletion or variation					Up to write down value of \$250,000			Up to write down value of \$10,000	Up to write down value of \$10,000	Up to write down value of \$10,000		
Journals: Budget/General/Encumbrance			Within Divisional Budget	Within Divisional Budget	Unlimited (within approved plans, principles & policies)	Within Divisional Budget	Within Faculty Budget	Within School Budget	Within Section Budget	\$50,000	\$5,000	.