

Table 15 – Other*

Position	Delegated Responsibility	Reporting Requirement
Finance Officer	Financial delegations: <ul style="list-style-type: none"> ➤ Approving expenditure that is within the approved budget for which the position is responsible and is less than \$5,000 in total in conformity with established policies relating to such expenditure. ➤ Issuing debtors invoices and adjustment notes to the value of \$20,000. Employment & Remuneration: <ul style="list-style-type: none"> ➤ Initiating casual staff appointment processes that are less than \$5,000 in total and making remuneration-related decisions within the budget centre, in conformity with established employment policies. 	
FMIS Operative	Financial delegations: <ul style="list-style-type: none"> ➤ Approving expenditure that is within the approved budget for which the position is responsible and is less than \$1,000 in total in conformity with established policies relating to such expenditure. ➤ Issuing debtors invoices and adjustment notes to the value of \$1,000. ➤ Authorising business cards transactions to a value of \$1,000. 	
*These delegations must be approved by the Head of Section/School/Institute/Centre or Faculty Manager/Business Manager/Senior Executive Officers.		