# Financial Services

# Expenditure Authorisation Nomination Form

This form may be used by Professional Staff, who are appointed or acting in a position classified as HEW 8 or above where the position they are appointed to is not sub-delegated authority to approve expenditure by the Vice-Chancellor but has been given responsibility for authorisation of expenditure in the University’s financial system(s).

This form is not to be used if seeking appointment as an Authorised Officer (see [Delegation of Authority Framework](https://policies.newcastle.edu.au/document/view-current.php?id=178) for further information).

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| **Staff Details** | | | |
| Last Name: | Click or tap here to enter text. | First Name: | Click or tap here to enter text. |
| Uni ID (number plate): | Click or tap here to enter text. | Ph: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. | | |

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| **Position Details** | | |
| College/Division: | Click or tap here to enter text. | |
| School/Unit: | Click or tap here to enter text. | |
| Position Title: | Click or tap here to enter text. | |
| Position HEW Level (must be HEW 8 or above): | Click or tap here to enter text. | |
| Are you acting in this position? | Yes  No | |
| If yes, please advise commencement and end dates of acting appointment: | Commencement Date | End Date |
| Click or tap to enter a date. | Click or tap to enter a date. |
| Supervisor Name: | Click or tap here to enter text. | |
| Supervisor Position: | Click or tap here to enter text. | |
| Reason for Nomination: | Authorisation of Purchase Requisitions/Orders: ≤$5,000  Authorisation of Purchase Card Expenditure: ≤$5,000 | |
| If for Purchase Card expenditure authorisations, please nominate the staff members who will require your approval of their purchases: | Click or tap here to enter text. | |

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| **Declaration** | | |
| I declare that I have read the University’s [Delegation of Authority Framework](https://policies.newcastle.edu.au/document/view-current.php?id=178), and [Guideline](https://policies.newcastle.edu.au/document/view-current.php?id=179&version=2), and understand and will comply with my obligations as a delegate. I understand that I will be required to complete annual mandatory delegations training for the duration of my appointment as a delegate. Where I have indicated that I am acting in the position, I understand that my delegation as an approver will expire on the date indicated above, unless notice is provided and confirmed by HRS that my acting appointment has been extended. | | |
| Click or tap here to enter text. |  |  |
| Name: | Signature | Date: Click or tap to enter a date. |

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| ***Recommended by*: Supervisor** | | |
| Signature: | Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| ***Endorsed by:* Senior Leader / Executive Leader** | | |
| Signature: | Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| ***Assessment by*: Chief Financial Officer** | **Approved  Declined** | |
| Signature: | Name: Click or tap here to enter text. | Date: Click or tap here to enter text. |

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## General Information

Delegations are made to a position within the organisational structure in accordance with the requirements of the [Governance Rule](https://policies.newcastle.edu.au/document/view-current.php?id=152) and its supporting Schedules.

The staff member appointed to a position that has been delegated authority, and any person acting in that position for a specified period, unless otherwise excluded in the terms of the temporary appointment, may exercise a delegation in accordance with the [Delegation of Authority Framework](https://policies.newcastle.edu.au/document/view-current.php?id=178).

The Chief Financial Officer has been sub-delegated authority by the Vice-Chancellor to approve an employee, who is appointed to a HEW 8 or above position, to approve expenditure in Tech One or Flexi Purchase (i.e. be an Authoriser in Flexi Purchase / Tech One).

## How to make a nomination

* The staff member seeking approval, and their supervisor, completes this Form.
* The staff member completes the declaration relating to the Delegation of Authority Framework, Guideline, and training.
* The staff member’s supervisor signs the recommendation.
* The Senior Leader / Executive Leader endorses the nomination.
* Please send the completed form via email to:

## CFO-Office@newcastle.edu.au

## Assessment by Chief Financial Officer

Each nomination will be assessed using the following criteria:

* The types and levels of financial expenditure associated with the position.
* The number of other positions in the organisational unit that already have a financial delegation.
* Comparable positions in other organisational units.

The Chief Financial Officer will either:

* Approve or decline the nomination;
* Seek additional information;
* If declined, provide a rationale to the Sponsor and Nominee;
* If approved, send to [Delegations@newcastle.edu.au](mailto:Delegations@newcastle.edu.au). The Policy & Delegations Officer will then add the approved staff member to the Delegations Register and notify Financial Services to update the relevant Financial Systems. The staff member will receive notification from Delegations of their appointment as a delegate, and will be provided with an email to commence their Delegations Training.

## Questions?

Contact: [delegations@newcastle.edu.au](mailto:delegations@newcastle.edu.au)