FINANCE AND PROCUREMENT DELEGATIONS SCHEDULE

Finance and Procurement Delegations Schedule Requirements:
Note for Tier Levels 4, 5, 6 and 7 roles, there is no automatic delegated financial authority. Delegated financial authority limits are subject to approval by Finance.
For Tier Levels 4, 5, 6 and 7, refer to Finance Sharepoint site here

Reference Code	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
FP01	Financial governance	Council	0	Approve business cases	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP02	Financial governance	Vice-Chancellor	1	Approve business cases	In accordance with Delegated Financial Authority and Business Case Procedure. With advice from Planning, Finance and Resources Committee (as needed).	Sub-delegation permitted.
FP03	Financial governance	Senior Leadership Team Member	2	Approve business cases	In accordance with Delegated Financial Authority and Business Case Procedure. With advice from Planning, Finance and Resources Committee (as needed).	Executive Director - Planning, Finance and Digital Services and Executive Director - People, Culture and Campus permitted to sub-delegate one tier down. No sub-delegation permitted by other SLT Members, unless authorised in writing by Vice-Chancellor.
FP04	Financial governance	Council	0	Approve fixed and working capital lines for subsidiaries and controlled entities	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP05	Financial governance	Council	0	Set tuition fees, fees for provision of student services (known as the Student Services Levy) and any other fees prescribed by the Council	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP06	Financial governance	Council	0	Approve discounts on tuition fees and student services levies (including refunds)	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP07	Financial governance	Vice-Chancellor	1	Approve discounts on tuition fees and student services levies (including approving exceptions to the standard refund provisions)	For group of students or for individual student. Aggregate limit of $100,000 per annum in total above any pricing discount mechanisms agreed with Council	No sub-delegation permitted, unless authorised in writing by Council.
FP08	Financial governance	Student Operations Director	2	Approve discounts on tuition fees and student services levies (including approving exceptions to the standard refund provisions)	For group of students or for individual student. Limit of $25,000 per annum in total for exceptions	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP09	Financial governance	Council	0	Approve limits on treasury financial transactions and financial authorities	As set out in the Treasury Management Framework)	No sub-delegation permitted, unless authorised in writing by Council.
FP10	Financial governance	Vice-Chancellor	1	Establish (open) bank accounts	In accordance with the Treasury Management Framework	Sub-delegation permitted to the Executive Director - Planning, Finance and Digital Services.
FP11	Financial governance	Council	0	Authorise grants or loans to the Vice-Chancellor, members of staff, students, or to any association of staff or students and guarantee loans to the Vice-Chancellor or members of staff for housing purposes	In accordance with the Treasury Management Framework	No sub-delegation permitted, unless authorised in writing by Council.
FP12	Payments	Line Manager	1 to 4	Approve issue of purchase card	Tier levels 1 to 4 only. Requires Line Manager approval and Finance Business Partner confirmation	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP13	Payments	Vice-Chancellor	1	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	In accordance with budget (and contract authority where appropriate).	Sub-delegation permitted.
FP14	Payments	Executive Director - Planning, Finance and Digital Services	2	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	In accordance with budget (and contract authority where appropriate). Limit of $3,000,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP15	Payments	Senior Leadership Team Member	2	Approve purchase orders and financial transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	In accordance with budget (and contract authority where appropriate). DVC(A) and DVC(R) limit of $500,000. Other SLT limit of $200,000.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP16	Payments	Director of Finance	3	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	Delegated Financial Authority in accordance with C06, C14 and C20 of Contracts Delegation Schedule	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.

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FP17	Payments	Chief Digital Officer	3	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	Delegated Financial Authority in accordance with C07 and C15 of Contracts Delegation Schedule	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP18	Payments	Director of Facilities Management	3	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	Delegated Financial Authority in accordance with C08 and C16 of Contracts Delegations Schedule	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP19	Payments	Level 3 Staff	3	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	In accordance with budget (and contract authority where appropriate). Limit of $50,000	No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor.
FP20	Payments	Level 4 Staff	4	Approve purchase orders and purchasing transactions (including purchase card transactions, but excluding donations, sponsorship, gifts, koha and hospitality)	In accordance with budget (and contract authority where appropriate). Limit of $25,000	Sub-delegation permitted to Tier Level 5 and 6 staff, with limit of $10,000. Any sub-delegation must be done with approval of Budget Holder/Manager.
FP21	Payments	Council	0	Approve tax payments	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP22	Payments	Vice-Chancellor	1	Approve tax payments	Unlimited	Sub-delegation permitted to the Executive Director - Planning, Finance and Digital Services.
FP23	Payments	Director of Finance	3	Approve tax payments	Limit of $1,500,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP24	Payments	Financial Controller	4	Approve tax payments	Limit of $25,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP25	Payments	Council	0	Approve debt and asset write-offs	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP26	Payments	Vice-Chancellor	1	Approve debt and asset write-offs	Limit of $1,000,000. Consult with Finance Business Partner	Sub-delegation permitted.
FP27	Payments	Executive Director - Planning, Finance and Digital Services	2	Approve debt and asset write-offs	Limit of $500,000. Consult with Finance Business Partner	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP28	Payments	Senior Leadership Team Member	2	Approve debt and asset write-offs	Limit of $100,000. Must take advice from Finance Business Partner	Sub-delegation permitted one tier down, limited to $20,000.
FP29	Payments	Director of Finance	3	Approve debt write-offs	Limit of $100,000. Must take advice from Finance Business Partner.	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP30	Payments	Council	0	Approve expenditure on gifts, koha and/or hospitality	Unlimited	No sub-delegation permitted.
FP31	Payments	Vice-Chancellor	1	Approve expenditure on gifts, koha and/or hospitality	In accordance with Gifts Policy and Sensitive Expenditure Policy. Limit of $2,000	Sub-delegation permitted.
FP32	Payments	Senior Leadership Team Member	2	Approve expenditure on gifts, koha and/or hospitality	In accordance with budget, Gifts Policy and Sensitive Expenditure Policy. Limit of $300	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP33	Payments	Level 3 Staff	3	Approve expenditure on gifts, koha and/or hospitality	In accordance with budget, Gifts Policy and Sensitive Expenditure Policy. Limit of $150	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP34	Payments	Level 4 Staff	4	Approve expenditure on gifts, koha and/or hospitality	In accordance with budget, Gifts Policy and Sensitive Expenditure Policy. Limit of $150	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP35	Payments	Council	0	Approve acceptance of gifts from a third party	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP36	Payments	Vice-Chancellor	1	Approve acceptance of gifts from a third party	In excess of $300 and in accordance with the Gifts Policy	Sub-delegation permitted.
FP37	Payments	Senior Leadership Team Member	2	Approve acceptance of gifts from a third party	In excess of $150 but less than $300 and in accordance with the Gifts Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.

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FP38	Payments	Level 3 Staff	3	Approve acceptance of gifts from a third party	In excess of $50 but less than $150 and in accordance with the Gifts Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP39	Payments	Council	0	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a third-party	Unlimited	No sub-delegation permitted.
FP40	Payments	Vice-Chancellor	1	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a third-party	Limit of $400,000	Sub-delegation permitted.
FP41	Payments	Assistant Vice-Chancellor (Engagement)	2	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a third-party	In accordance with budget. Limit of $200,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP42	Payments	Senior Leadership Team Member	2	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a third-party	In accordance with budget. Limit of $10,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP43	Payments	Level 3 Staff	3	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a third-party	In accordance with budget. Limit of $1,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP44	Payments	Council	0	Approve acceptance of donation or sponsorship from a third party	Unlimited	No sub-delegation permitted.
FP45	Payments	Vice-Chancellor	1	Approve acceptance of donation or sponsorship from a third party	In accordance with Gifts Policy. Limit of $100,000	Sub-delegation down one tier permitted, limit of up to $10,000.
FP46	Payments	Council	0	Approve (or decline) travel arrangements and expenses)	Unlimited	No sub-delegation permitted.
FP47	Payments	Vice-Chancellor	1	Approve (or decline) travel arrangements and expenses (including where travel or expense is not in accordance with relevant policy)		Sub-delegation to Executive Director - Planning, Finance and Digital Services permitted.
FP48	Payments	Senior Leadership Team Member	2	Approve (or decline) travel arrangements and expenses	Travel in accordance with departmental budget and/or external project budget and Travel Policy. Expenses in accordance with budget and Sensitive Expenditure Policy	Sub-delegation one tier down permitted.
FP49	Payments	Line Manager	1 to 5	Approve travel arrangements and expenses	Travel in accordance with departmental budget and/or external project budget and Travel Policy. Expenses in accordance with budget and Sensitive Expenditure Policy	Sub-delegation permitted in accordance with Travel Policy and Procedures.
FP50	Payments	Vice-Chancellor	1	Approve University funding of frequent flyer programmes, airline club memberships or traveller club membership for SLT members	Travel in accordance with budget and Travel Policy. Expenses in accordance with budget and Sensitive Expenditure Policy	Sub-delegation permitted.
FP51	Payments	Senior Leadership Team Member	2	Approve University funding of frequent flyer programmes, airline club memberships or traveller club membership for other staff members	Travel in accordance with budget and Travel Policy. Expenses in accordance with budget and Sensitive Expenditure Policy	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP52	Payments	Chancellor	0	Approve social functions, entertainment events, ceremonies, meetings, special events or conferences as official University functions		Sub-delegation permitted Pro Chancellor or to Vice Chancellor.
FP53	Payments	Senior Leadership Team Member	2	Approve social functions, entertainment events, ceremonies, meetings, special events or conferences as official University functions	In accordance with Sensitive Expenditure Policy and expenditure being within pre-approved budget	Sub-delegation permitted.
FP54	Payments	Senior Leadership Team Member	2	Approve team events to recognise achievements or performance	In accordance with Sensitive Expenditure Policy and expenditure being within pre-approved budget	This can be sub-delegated one tier down.
FP55	Payments	Line Manager	1 to 5	Approve sensitive expenditure	In accordance with Sensitive Expenditure Policy and expenditure being within pre-approved budget	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP56	Payments	Executive Director - Planning, Finance and Digital Services	2	Deem sensitive expenditure as unreasonable	In accordance with Sensitive Expenditure Policy	This can be sub-delegated one tier down.

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FP57	Payments	Council	0	Approve core borrowing	Consultation with TEC required and approval from Ministry of Education (above capital threshold)	No sub-delegation permitted, unless authorised in writing by Council.
FP58	Payments	Council	0	Approve interest rate risk management contracts	Subject to Treasury Management Framework	Sub-delegation to Vice-Chancellor permitted.
FP59	Payments	Council	0	Approve foreign exchange risk management contracts or cash approval	Requires two quotes. Transactions must match identified liabilities. Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FP60	Payments	Vice-Chancellor	1	Approve foreign exchange risk management contracts	Requires two quotes. Transactions must match identified liabilities. Must be within budget.	No sub-delegation permitted, unless authorised in writing by Council.
FP61	Payments	Executive Director - Planning, Finance and Digital Services	2	Approve foreign exchange risk management contracts	Requires two approvers. Transactions must match identified liabilities. Limit of $2,000,000	Sub-delegation to Director of Finance permitted.
FP62	Procurement	Vice-Chancellor	1	Approve written requests for departures from the Procurement Policy	In consultation with Legal Services and Procurement	Sub-delegation permitted.
FP63	Procurement	Vice-Chancellor	1	Approve non-standard terms of trade in relation to procurement contracts	In consultation with Legal Services and Procurement	Sub-delegation permitted.
FP64	Procurement	Executive Director - Planning, Finance and Digital Services	2	Approve cash advances	On request from role with appropriate Delegated Financial Authority and within that role's budget. Only approved in exceptional circumstances. Limit of $10,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP65	Procurement	Financial Controller	4	Approve cash advances	On request from role with appropriate Delegated Financial Authority and within that role's budget. Only approved in exceptional circumstances. Limit of $5,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.
FP66	Procurement	Senior Leadership Team Member	2	Approve or endorse all tenders with an overall, annual or renewal value of over $100,000 to be released to the market	Subject to Delegated Financial Authority and approved by Procurement	Executive Director - Planning, Finance and Digital Services permitted to sub-delegate one tier down. No sub-delegation permitted by other SLT Members.
FP67	Payments	Director of Communications and Events	3	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a third-party	In accordance with budget. Limit of $50,000	No sub-delegation permitted, unless authorised in writing by Vice-Chancellor.

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FP68	Financial governance	Vice-Chancellor	1	Make amendments to UC Trust Funds investment portfolio	Within the Statement of Investment Principles and Objectives (SIPO) parameters/requirements, as recommended by the Executive Director of Planning, Finance and Digital Services from time to time	No sub-delegation permitted, unless authorised in writing by Council.
FP69	Financial governance	Executive Director - Planning, Finance and Digital Services	2	Operate and maintain bank accounts	In accordance with the Treasury Management Framework	Sub-delegation permitted to nominated staff and authorised signatories in bank mandate
FP70	Financial governance	Director of Finance	3	Operate and maintain bank accounts	In accordance with the Treasury Management Framework	Sub-delegation permitted to nominated staff and authorised signatories in bank mandate
FP71	Financial governance	Vice-Chancellor	1	Maintain and extend bank carnet facility to meet demand for export and return of University equipment for research purposes as required	Limit of $1,000,001 and must be within any discretionary borrowing limits under the Education and Training Act 2020 and as defined by the Tertiary Education Commission	Sub-delegation to permitted to the Executive Director - Planning, Finance and Digital Services and Director of Finance