FINANCE AND PROCUREMENT DELEGATIONS SCHEDULE (Council approved - 20 February 2025)

Finance and Procurement Delegations Schedule Requirements:

Deference	Subcotogom	Authority Delegated Tr	Tior Loval	Authority Description / Dower	Conditions /Limits of Delegated Authority	Descripted Sub-delegation
Reference	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
Code	Et a consta l	Council		A second built second	Lie Prestand	No such address the second the discriminant is shown in the size of the second term of the second terms of
P01	Financial	Council	0	Approve business cases	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
P02	governance	Vice-Chancellor	1	Approvo businoss socos	In considered with Delegated Signation	Sub delegation permitted
PUZ	Financial	vice-chancellor	1	Approve business cases	In accordance with Delegated Financial	Sub-delegation permitted.
	governance				Authority and Business Case Procedure. With	
					advice from Planning, Finance and Resources	
					Committee (as needed).	
P03	Financial	Senior Leadership Team	2	Approve business cases	In accordance with Delegated Financial	Executive Director - Planning, Finance and Digital Services and Executive
	governance	Member			Authority and Business Case Procedure. With	Director - People, Culture and Campus permitted to sub-delegate one tie
	-				advice from Planning, Finance and Resources	down. No sub-delegation permitted by other SLT Members, unless
					Committee (as needed).	authorised in writing by Vice-Chancellor.
P04	Financial	Council	0	Approve fixed and working capital lines for subsidiaries and controlled	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
	governance		-	entities		
FP05	Financial	Council	0	Set tuition fees, fees for provision of student services (known as the Student	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
FF05		Council	0		ommitted	No sub-delegation permitted, diffess autionsed in writing by council.
	governance			Services Levy) and any other fees prescribed by the Council		
			-			
FP06	Financial	Council	0	Approve discounts on tuition fees and student services levies (including	Unlimited	No sub-delegation permitted, unless authorised in writing by Council.
	governance			refunds)		
FP07	Financial	Vice-Chancellor	1	Approve discounts on tuition fees and student services levies (including	For group of students or for individual student.	No sub-delegation permitted, unless authorised in writing by Council.
	governance			approving exceptions to the standard refund provisions)	Aggregate limit of \$100,000 per annum in total	
					above any pricing discount mechanisms agreed	
					with Council	
FP08	Financial	Student Operations Director	2	Approve discounts on tuition fees and student services levies (including	For group of students or for individual student.	No sub-delegation permitted, unless authorised in writing by Vice-
	governance	Stadent operations pricetor	-	approving exceptions to the standard refund provisions)	Limit of \$25,000 per annum in total for	Chancellor.
	governance			approving exceptions to the standard retund provisions)	exceptions	chancellor.
FP09	Financial	Council	0	Annual limite on transm. Gran siel transmitiene and Gran siel authorities		No sub-delegation permitted upless subbasised in unities by Council
FP09	Financial	Council	0	Approve limits on treasury financial transactions and financial authorities	As set out in the Treasury Management	No sub-delegation permitted, unless authorised in writing by Council.
	governance				Framework)	
FP10	Financial	Vice-Chancellor	1	Establish (open) bank accounts	In accordance with the Treasury Management	Sub-delegation permitted to the Executive Director - Planning, Finance
	governance				Framework	and Digital Services.
FP11	Financial	Council	0	Authorise grants or loans to the Vice-Chancellor, members of staff, students,	In accordance with the Treasury Management	No sub-delegation permitted, unless authorised in writing by Council.
	governance			or to any association of staff or students and guarantee loans to the Vice-	Framework	
	-			Chancellor or members of staff for housing purposes		
FP12	Payments	Line Manager	1 to 4	Approve issue of purchase card	Tier levels 1 to 4 only. Requires Line Manager	No sub-delegation permitted, unless authorised in writing by Vice-
	2,				approval and Finance Business Partner	Chancellor.
					confirmation	
FP13	Devine ente	Vies Changeller	1	Annual and a subscription to set in a final diagonal second		Cub delegation constituted
FP13	Payments	Vice-Chancellor	1	Approve purchase orders and purchasing transactions (including purchase	In accordance with budget (and contract	Sub-delegation permitted.
				card transactions, but excluding donations, sponsorship, gifts, koha and	authority where appropriate).	
				hospitality)		
FP14	Payments	Executive Director - Planning,	2	Approve purchase orders and purchasing transactions (including purchase	In accordance with budget (and contract	No sub-delegation permitted, unless authorised in writing by Vice-
		Finance and Digital Services		card transactions, but excluding donations, sponsorship, gifts, koha and	authority where appropriate). Limit of	Chancellor.
				hospitality)	\$3,000,000.	
FP15	Payments	Senior Leadership Team	2	Approve purchase orders and financial transactions (including purchase card	In accordance with budget (and contract	No sub-delegation permitted, unless authorised in writing by Vice-
1115		Member		transactions, but excluding donations, sponsorship, gifts, koha and hospitality		Chancellor.
				second and hospitality,	DVC(R) limit of \$500,000. Other SLT limit of	
-					\$200,000.	
FP16	Payments	Director of Finance	3	Approve purchase orders and purchasing transactions (including purchase	Delegated Financial Authority in accordance	No sub-delegation permitted, unless authorised in writing by Vice-
				card transactions, but excluding donations, sponsorship, gifts, koha and	with C06, C14 and C20 of Contracts Delegation	Chancellor.
				hospitality)	Schedule	

Reference	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
Code FP17	Payments	Chief Digital Officer	3	Approve purchase orders and purchasing transactions (including purchase	Delegated Financial Authority in accordance	No sub-delegation permitted, unless authorised in writing by Vice-
	i uyinciito	enter Bighar entreet	5	card transactions, but excluding donations, sponsorship, gifts, koha and	with C07 and C15 of Contracts Delegation	Chancellor.
				hospitality)	Schedule	
P18	Payments	Director of Facilities	3	Approve purchase orders and purchasing transactions (including purchase	Delegated Financial Authority in accordance	No sub-delegation permitted, unless authorised in writing by Vice-
		Management		card transactions, but excluding donations, sponsorship, gifts, koha and	with C08 and C16 of Contracts Delegations	Chancellor.
				hospitality)	Schedule	
FP19	Payments	Level 3 Staff	3	Approve purchase orders and purchasing transactions (including purchase	In accordance with budget (and contract	No sub-delegation permitted, unless authorised in writing by the Vice-
				card transactions, but excluding donations, sponsorship, gifts, koha and	authority where appropriate). Limit of \$50,000	Chancellor.
				hospitality)		
FP20	Payments	Level 4 Staff	4	Approve purchase orders and purchasing transactions (including purchase	In accordance with budget (and contract	Sub-delegation permitted to Tier Level 5 and 6 staff, with limit of \$10,000
				card transactions, but excluding donations, sponsorship, gifts, koha and	authority where appropriate). Limit of \$25,000	Any sub-delegation must be done with approval of Budget
FP21	Payments	Council	0	hospitality) Approve tax payments	Unlimited	Holder/Manager. No sub-delegation permitted, unless authorised in writing by Council.
FP21	Payments	Council	0	Approve tax payments	ommitted	no sub-delegation permitted, diffess 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	Sub-delegation permitted.
FP27	Deversente	Executive Director - Planning,	2	Approve debt and asset write-offs	Business Partner Limit of \$500,000. Consult with Finance	No sub-delegation permitted, unless authorised in writing by Vice-
FFZ/	Payments	Finance and Digital Services	2	Approve debt and asset write-ons	Business Partner	Chancellor.
		Finance and Digital Services			business Farther	
FP28	Payments	Senior Leadership Team	2	Approve debt and asset write-offs	Limit of \$100,000. Must take advice from	Sub-delegation permitted one tier down, limited to \$20,000.
		Member			Finance Business Partner	
FP29	Payments	Director of Finance	3	Approve debt write-offs	Limit of \$100,000. Must take advice from	No sub-delegation permitted, unless authorised in writing by Vice-
					Finance Business Partner.	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	Sub-delegation permitted.
					Expenditure Policy. Limit of \$2,000	
FP32	Payments	Senior Leadership Team	2	Approve expenditure on gifts, koha and/or hospitality	In accordance with budget, Gifts Policy and	No sub-delegation permitted, unless authorised in writing by Vice-
FF 52	Payments	Member	2	Approve experiatione on girts, kona and/or hospitality	Sensitive Expenditure Policy. Limit of \$300	Chancellor.
		include:			Sensitive Expenditure Folicy. Einit of \$500	
FP33	Payments	Level 3 Staff	3	Approve expenditure on gifts, koha and/or hospitality	In accordance with budget, Gifts Policy and	No sub-delegation permitted, unless authorised in writing by Vice-
	.,		-	, , , , , , , , , , , , , , , , , , ,	Sensitive Expenditure Policy. Limit of \$150	Chancellor.
FP34	Payments	Level 4 Staff	4	Approve expenditure on gifts, koha and/or hospitality	In accordance with budget, Gifts Policy and	No sub-delegation permitted, unless authorised in writing by Vice-
					Sensitive Expenditure Policy. Limit of \$150	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	Sub-delegation permitted.
1730	Payments	vice-Chancellof	1	Approve acceptance of girls from a triffd party	Gifts Policy	Sub-uelegation permitteu.
FP37	Payments	Senior Leadership Team	2	Approve acceptance of gifts from a third party	In excess of \$150 but less than \$300 and in	No sub-delegation permitted, unless authorised in writing by Vice-
	. ayments	Member	_	hippione acceptance of Birts Horn a trind party	accordance with the Gifts Policy	Chancellor.

Reference	Subcategory	Authority Delegated To	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
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P38	Payments	Level 3 Staff	3	Approve acceptance of gifts from a third party	In excess of \$50 but less than \$150 and in	No sub-delegation permitted, unless authorised in writing by Vice-
					accordance with the Gifts Policy	Chancellor.
P39	Payments	Council	0	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a	Unlimited	No sub-delegation permitted.
				third-party		
P40	Payments	Vice-Chancellor	1	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a	Limit of \$400,000	Sub-delegation permitted.
				third-party		
P41	Payments	Assistant Vice-Chancellor	2	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a	In accordance with budget. Limit of \$200,000	No sub-delegation permitted, unless authorised in writing by Vice-
		(Engagement)		third-party		Chancellor.
FP42	Payments	Senior Leadership Team	2	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a	In accordance with budget. Limit of \$10,000	No sub-delegation permitted, unless authorised in writing by Vice-
		Member		third-party		Chancellor.
FP43	Payments	Level 3 Staff	3	Approve donation or sponsorship (excluding gifts, koha and hospitality) to a	In accordance with budget. Limit of \$1,000	No sub-delegation permitted, unless authorised in writing by Vice-
				third-party		Chancellor.
P44	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	Sub-delegation down one tier permitted, limit of up to \$100,000.
					\$1,000,000	
FP45.1	Payments	Assistant Vice-Chancellor	2	Approve acceptance of donation or sponsorship from a third party	Limit of \$500,000 In accordance with Gifts	No sub-delegation permitted, unless authorised in writing by Vice-
		(Engagement)			Policy	Chancellor
P45.2	Payments	Director of Communications and	3	Approve acceptance of sponsorship (excluding gifts, koha and hospitality)	Limit of \$250,000 In accordance with Gifts	No sub-delegation permitted, unless authorised in writing by Vice-
		Events		from a third party	Policy	Chancellor
P45.3	Payments	Director of Advancement	3	Approve acceptance of donation or sponsorship (excluding gifts, koha and	Limit of \$250,000 In accordance with Gifts	No sub-delegation permitted, unless authorised in writing by Vice-
	.,		-	hospitality) from a third party	Policy	Chancellor
P46	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		Sub-delegation to Executive Director - Planning, Finance and Digita
			-	travel or expense is not in accordance with relevant policy)		Services permitted.
FP48	Payments	Senior Leadership Team	2	Approve (or decline) travel arrangements and expenses	Travel in accordance with departmental budget	
	i uyinento	Member	-	Approve (or accure) crarer an angemento ana expenseo	and/or external project budget and Travel	
					Policy. Expenses in accordance with budget and	
					Sensitive Expenditure Policy	
					Sensitive Expenditure Folicy	
FP49	Payments	Line Manager	1 to 5	Approve travel arrangements and expenses	Travel in accordance with departmental budget	Sub-delegation permitted in accordance with Travel Policy and
145	ayments		1 (0 5	Approve traver an angements and expenses	and/or external project budget and Travel	Procedures.
					Policy. Expenses in accordance with budget and	
					Sensitive Expenditure Policy	
					Sensitive Experialitie Folicy	
FP50	Dourmonts	Vice-Chancellor	1	Approve University funding of frequent flyer programmes, airline club	Travel in accordance with budget and Travel	Sub-delegation permitted.
IF JU	Payments		1		_	
				memberships or traveller club membership for SLT members	Policy. Expenses in accordance with budget and	
					Sensitive Expenditure Policy	
FP51	Payments	Soniar Loadarshin Toom	2	Approve University funding of frequent flyer programmed siding shit	Travel in accordance with budget and Travel	No sub-delegation permitted unless outborised is unities builties
11-31	rayments	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	No sub-delegation permitted, unless authorised in writing by Vice-
				memberships of davener club membership for other start members		chancellor.
					Sensitive Expenditure Policy	
DE 2	Douronate	Chanceller	0	Approve social functions, entertainment suggits, entertainment		Sub-delegation permitted Dro Channelles as to Vice Channelles
FP52	Payments	Chancellor	0	Approve social functions, entertainment events, ceremonies, meetings,		Sub-delegation permitted Pro Chancellor or to Vice Chancellor.
				special events or conferences as official University functions		
FP53	Payments	Senior Leadership Team	2	Approve social functions, entertainment events, ceremonies, meetings,	In accordance with Sensitive Expenditure Policy	Sub-delegation permitted.
		Member		special events or conferences as official University functions	and expenditure being within pre-approved	
					budget	
P54	Payments	Senior Leadership Team	2	Approve team events to recognise achievements or performance	In accordance with Sensitive Expenditure Policy	This can be sub-delegated one tier down.
		Member			and expenditure being within pre-approved	
					budget	

ior 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
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.
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.

For Tier Leve	or 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	
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		
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	