

## Application for CFO approval to act as an Authoriser in FlexiPurchase/Techone

Under the Schedule of Operational Delegations made by the Vice-Chancellor the CFO may appoint an employee at HEW 8 level or above as an Authoriser in FlexiPurchase/Techone.

### Applicant Details

Name:	Uni ID:
Position:	HEW level:
Faculty / Division:	
School / Unit:	

Please provide list of staff names for who you are requesting authorisation to approve:

Staff Name	Uni ID	Position

### Current Approver

Name:	
Position:	
Faculty / Division:	
School / Unit:	
<i>As current approver of the above listed UON staff in FlexiPurchase please authorise the applicant as listed above to act as an authoriser:</i>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Signature</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date</i>

### Applicant Acknowledgement

- 1 I have read and understood my obligations as an approver under the Purchasing Card Policy.
- 2 I understand my responsibilities in not approving transactions which are not within my delegation authority (under the schedule a HEW 8 position authorised by the CFO to be an authoriser in FlexiPurchase/Techone can only approve transactions up to \$5,000 (excluding Travel and Entertainment)
- 3 I understand that I am responsible for approving all FlexiPurchase transactions within 30 days after the statement period end date.
- 4 I confirm that I have completed the FlexiPurchase approver training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CFO USE ONLY

Approval Status:	Approved/Not Approved
Signature:	