

Policy: Expenditure Approvals

Purpose

To inform staff of the management of expenditure approvals.

Overview

The University's Delegations Framework designates authorised delegates who can approve the expenditure of funds. This policy deals with the management of expenditure transaction approvals (both accounts payable & purchase card).

Scope

This Policy applies across the University.

Policy Statement

1. Authorised delegates will be held personally accountable for expenditure which is **not**:
 - Compliant with University policies and relevant legislation;
 - Relevant to the business of the University;
 - Efficient, effective, economical and ethical use of University resources;
 - Within the budget limit of the relevant area; and
 - Being paid to the legally entitled claimant.
2. Authorised delegates must not approve any expenditure incurred by themselves or for their supervisor or more senior employee and must seek approval for expenditure from their supervisor. The approving supervisor must be an ANU Officer Level 8 or Academic Level C or above.

Document information

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