



FINANCIAL DELEGATION FORM (Oracle Financials and Corporate Card)

Please forward completed form to:

Email: finacc@qut.edu.au or Fax: 85064 or Internal Mail: Accounting Services, Level 8, 126 Margaret Street

Employee Details

Surname:	Given Name:
Position Title:	Employee Number:
Organisational Area:	Location:
Telephone Extension:	QUT Virtual Username:

Delegation Details

Financial Delegation Required: \$
Responsibility Centre Codes (range(s)):

Financial Delegation Requested:

Oracle Financial Delegation (includes Invoices and Requisition Approval)

<input type="checkbox"/> Alteration to Existing Position:	Existing Position Title:
<input type="checkbox"/> New Position	New Position Title:
	Position Reports To:

Corporate Card

Name of Supervisor (Approver):	Employee Number:
Name of Head of School (Manager 2):	Employee Number:
Accrual Account (Responsibility Centre, Project and Activity):	

Delegation Access for Verification / Approval Purposes:

Delegate's Name (if applicable):

* Authorisations

Recommended by:

Head of Responsibility Centre:

Signature:	Name:	Date:
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DVC / Dean-Faculty / Head-Division:

Signature:	Name:	Date:
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Approved by:

Director, Corporate Finance:

Signature:	Name:	Date:
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* Email approval by DVC / Dean-Faculty / Head-Division / Head of Responsibility Centre is accepted, provided email includes employee name, financial delegation required and responsibility centre codes.

FRP Use Only

"Incompatible Profile" check passed	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, refer to Associate Director, Corporate Finance		
Signature:	Date:	