

Appendix 1

Approval Level	Budget Holders	Maximum financial authority for a single transaction within approved budget (NZ\$, GST exclusive)	Includes capital expenditure within area's approved capital budget
Level A	Chief Operating Officer	\$3,000,000	Yes
Level B	Director of Finance	\$500,000	Yes
Level C	Deputy Vice-Chancellors, Assistant Vice-Chancellors, Pro Vice-Chancellors or equivalent	\$250,000	Yes
Level D	Deans, Heads of School, Directors or equivalent	\$100,000	Yes
Level E	Deputy Directors, Associate Directors, Associate Deans, Deputy Deans or equivalent	\$50,000	Yes
Level F	Managers (School, Business, Technical, Administrative), Unit Directors or equivalent	\$15,000	Yes
Level G	Business/Administrative Managers	\$10,000	No
Level H	Cost Centre Alternates (Acting)	\$10,000	No
Level I	Administrative Managers	\$5,000	No
Level J	Administrative Staff/Personal Assistants with a significant range of financial responsibilities	\$3,000	No
Level K	Administrative Staff/Personal Assistants with a range of financial responsibilities	\$2,000	No
Level L	Administrative Staff/Personal Assistants with moderate financial responsibilities	\$1,000	No
Level M	Secretaries/Personal Assistants with limited financial responsibilities	\$250	No
Level P	PCard authorities only (no financial delegation for Unimarket)	\$250	No