

Delegated Authority

Please complete all boxes using drop down lists where needed and email to:

rt-finance-servicedesk@sussex.ac.uk

Your name:

Your Finance System login:

Full name of requested delegated nominee:

Reason for the delegation:

Tasks that delegated authority will undertake on authoriser's behalf:

Start date:

Are you a purchasing card holder?:

School and Department or Division:

Head of School/Director of PS approval (signature):

For Finance Team use only:

Management Reporting checks completed
Management Reporting recommendation
Management Reporting comments

Date:

Approved by the Finance Director
(If delegation for HoS/DoPS) or Deputy Finance Director/Financial Controller/Head of Financial Services for delegations below this level

Date:

Submitted to Financial Systems

Date:

RT ticket number:

CC Master Spreadsheet amended
(In system support folder)

Date:

Delegated authority set-up and Management Reporting advised

Date:

Set up by:

Name:

Authoriser, Delegated authority and Head of School/Director of PS advised

Date:

Authoriser and delegated authority sent training/guide details

Date: