

**FINANCIAL SIGNING AUTHORITIES SPREADSHEET**  
 (Maximum limits by position)  
 Department Name - Branch Name

Effective Date: \_\_\_\_\_

Pos. No.	Position Title	Branch/Division/Section	Region	Vote(s)	Expenditure Authority ('000)					Accounting Authority ** ('000)					Other Financial Authorities *** ('000)					Details, Exceptions & Comments			
					Exceptions/Restrictions *					Exceptions/Restrictions													
					Goods/Services, FAA s.44(1a) & s.(2a)	Travel	Contract	Timesheets/OT		FAA s.44 (1b) & s.49 (2b) Payment Authority	Travel	Contract	Timesheets/OT										

Recommended by:	APPROVED BY:	<b>Legend</b>	A = All Votes
<input type="text"/>	<input type="text"/>		F= Full authority within budget
Departmental CFO	Deputy Head		
Date	Date		

\* Typical examples are travel, contract, commitment, etc.  
 \*\* This authority can only be delegated to public officers in financial positions.  
 \*\*\* Other Financial Authorities include journal voucher, budget authority, travel authority, revenue authority (credit notes/debit notes, general receipts, request for invoice, etc).  
 These limits may be set by the DM of the Department, and are not subject to the limits set by Appendix A.