

CIRCULAR: 06/2018

TO: THE VICE-CHANCELLOR, DEPUTY VICE-CHANCELLORS, REGISTRAR, EXECUTIVE DEANS, EXECUTIVE DIRECTORS, DIRECTORS, CAMPUS RECTORS AND HEADS OF ALL DIVISIONS AND DEPARTMENTS

AUTHORISED SIGNATURES - 2019

The list of authorised signatures that enables Finance to exercise proper control over spending on internal printing requests, pool cars, etc. needs to be updated annually, in accordance with the Policy on Signing Powers (FINPOL 031) (as amended), a copy of which is available on the TUT Web (Policies). Please take cognisance of the fact that these signature forms are separate to that of iEnabler.

On the **attached** form, please furnish Finance with the signatures of the persons authorised and responsible for managing the indicated cost centre(s), departmental funds, Short Learning Programmes and Research Funds. Also, ensure that the particular DVC approves the signatories.

This form serves to provide approval to all other subsystems except iEnabler.

Rules:

1. The Vice-Chancellor/DVC/Registrar/Executive Dean/CFO/Executive Directors/Campus Rectors have the authorisation to sign on all cost centres in their respective environments.
2. Signatories may not sign claims for their seniors. The relevant DVC/Registrar/Executive Dean/CFO/Executive Director/Campus Rector needs to approve these claims.

The **fully** completed and **approved** form should reach the Accounts Payable Offices in Room 168, Building 21, Pretoria Campus **before 31 January 2019**, if not, the entity will be blocked and no purchases or reimbursive claims will or can be processed.

This procedure should also be followed when notice is given of any temporary or permanent change in authorisation during the year.

Your cooperation will be highly appreciated, since the furnishing of the correct signatures will prevent any erroneous entries being made against your cost centre.

Regards



MR SA MAHLALELA
Chief Financial Officer

7 December 2018