



**Principal investigator/ Grant holder:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of School/Dean:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance division:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance approval per limits:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use:

**Approval Limits:**

**Unsecured Facilities**

**Less than 6 months**

- <R25 000 – Deputy Director: Finance and Director: Finance
- R25 000 - R100 000 – Director: Finance and Chief Finance Officer
- R100 000 – R250 000 – Chief Finance Officer and Vice Chancellor
- >R250 000 – Vice Chancellor and Chair of Finance Committee

**More than 6 months**

- <R25 000 – Deputy Director: Finance and Director: Finance
- R25 000 - R100 000 – Chief Finance Officer and Vice Chancellor
- R100 000 – R250 000 – Chief Finance Officer and Vice Chancellor
- >R250 000 – Finance Committee

**Secured Facilities**

**Less than 6 months**

- <R100 000 – Deputy Director: Finance and Director: Finance
- R100 000 – R500 000 – Director: Finance and Chief Finance Officer
- R500 000 – R1 000 000 – Chief Finance Officer and Vice Chancellor
- R1 000 000 – R2 000 000 – Vice Chancellor and Chair Finance Committee
- >R2 000 000 – Finance Committee

**More than 6 months**

- <R100 000 – Director: Finance and Chief Finance Officer
- R100 000 – R500 000 – Director: Finance and Chief Finance Officer
- R500 000 – R1 000 000 – Chief Finance Officer and Vice Chancellor
- R1 000 000 – Finance Committee
- >R2 000 000 – Finance Committee