

# Treasury Management Procedure

## Schedule 2 - Treasury Delegated Authorities

### Section 1 - Purpose

(1) This Schedule outlines the delegated limits of authority as they apply to Treasury.

### Section 2 - Authority

(2) Authority for this document is established by the [Treasury Management Procedure](#).

### Section 3 - Scope

(3) This Schedule applies to all staff of the RMIT Group.

### Section 4 - Schedule

(4) The Treasury Delegated Limits of Authority below are a subset of the [Delegations of Authority Policy](#).

(5) Some individuals have authority only when a second authority also approves.

	VC	CFO	COO	DCFO	CEOs RMIT controlled entities
Approve opening new bank accounts	Yes + CFO	Yes + VC	Yes + CFO	No	Yes + CFO
Approve closure of bank accounts	Yes + CFO	Yes + VC	Yes + CFO	No	Yes + CFO
Approve loan drawdown & repayments for domestic facilities, US Private Placement(USPP) & Greener Govt Building Program (GGBP)	Yes	Yes	Yes	Yes	No
Enter into & approve settlement of foreign exchange contracts	Yes	Yes	Yes	Yes	PVC + VNDF
Approve interest & commitment fee payments for domestic loans & USPP (inc. settlement of USPP interest under hedging arrangements)	Yes	Yes	Yes	Yes	No
Approve term deposit investment & recall	Yes	Yes	Yes	Yes	PVC + VNDF
Approve fund transfer to domestic & overseas controlled entities (other than for settlement of appropriately approved invoices which shall follow the normal DOA rules)	Yes	Yes	Yes	Yes	No
* Approve online banking & credit card portal authorisers	Yes	Yes	Yes	Yes	PVC + VNDF

	VC	CFO	COO	DCFO	CEOs RMIT controlled entities
Approve to appoint & remove bank account controller & verifying officers	Yes	Yes + COO or DCFO	Yes + COO or DCFO	No	No
Approve to amend bank accounts & credit card signatures	Yes	Yes + COO or DCFO	Yes + COO or DCFO	Yes + COO or DCFO	No
Approve bank direct debit establishment	Yes	Yes	Yes	Yes	No
Approve return of funds incorrectly deposited into RMIT bank accounts	Yes	Yes	Yes	Yes	No
<p>* Senior Financial Accounting Manager can also approve:</p> <ul style="list-style-type: none"> <li>- Online banking and credit card portal authorisers.</li> <li>- Transfer of funds to and from At Call Account linked to RMIT bank account (approved by nominated authorisers as per online banking portal).</li> <li>- Transfer of funds between all RMIT University bank accounts (approved by nominated authorisers as per online banking portal).</li> </ul>					

Legend in table: VC – Vice-Chancellor, CFO – Chief Financial Officer, COO – Chief Operating Officer, DCFO – Director, Central Finance Operations, PVC – Pro Vice-Chancellor, VNDF – Vietnam Director, Finance Cum Chief Accountant.

(6) All online banking and credit card portal authorisers are appropriated identified with the banks.

## Status and Details

Status	Current
Effective Date	6th August 2025
Review Date	6th August 2030
Approval Authority	University Executive Committee
Approval Date	23rd July 2025
Expiry Date	Not Applicable
Policy Owner	James Morgan Chief Financial Officer
Policy Author	Tom Weir Director, Central Finance Operations
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## Glossary Terms and Definitions

**"RMIT Group"** - RMIT University and its controlled entities (RMIT Europe, RMIT Online, RMIT Vietnam, RMIT University Pathways)