



Removal of Delegated Signing Authority

Please refer to the Financial Delegations Policy at: <http://www.otago.ac.nz/administration/policies/otago003139.html>

Name of Cost Centre:

Cost Centre Ledger Code: *(example: WB)* Activity Centre/s
(All or Specify e.g. A01, A10)

Name of Head of Cost Centre:

SIGNATURE of Head of Cost Centre:

Please REMOVE the signing authority of the following person/s from this Cost Centre:

Name/s	Date effective from
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Upon completion of this form, the signed form needs to be returned to Information Systems, Information Technology Services.

Or scan the completed and signed form and email to: information.systems@otago.ac.nz