



## Divisional Manager Specimen Signature Form

Please refer to the Financial Delegations Policy at: <https://www.otago.ac.nz/administration/policies/financial-delegations-policy>

(Please use **BLACK** Ball Point Pen and **BLOCK PRINT**)

**Full Name of Division:**

**Division:**

(example ACC)

**Name of Divisional  
Manager being removed**

**Name of new  
Divisional Manager**

**Signature of Divisional Manager:** Please make your signature as big as possible (Please use a **BLACK** ball point pen)

**Date effective from:**

**University ID:**

Authorised by Vice Chancellor  
(Please print name and sign)

Date signed

Upon completion of this form, the signed form needs to be scanned and emailed to [financial.accountant@otago.ac.nz](mailto:financial.accountant@otago.ac.nz).