Manatu | Memo

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| --- | --- |
| **Date:** | [date] |
| **To:** | [name and position of approver][[1]](#footnote-2) |
| **Copy to:** | Legal  Finance  People, Culture and Wellbeing  Payroll  [list any other relevant departments/roles] |
| **From:** | [your name] |
| **RE:** | **Interim Working Delegation for [your name]** |

This delegation is required due to the fact that [your name] is not set up on the [name of business division] platform.

This memorandum is notice of temporary delegation of [your title] financial authorities to [name and position of delegate]. This delegation is for financial authorities up to the amount of [your financial delegated authority limit] only. Any expenditure over this limit will require authorisation by the Regional Finance Lead.

Any approvals within the platform must be authorised in writing by [your name] in advance, and the authorisation is required to be added as an email attachment to any purchase order.

This temporary delegation is valid from [start date] to [end date] inclusive.

The holder of the temporary delegation may only exercise the delegated powers as and when circumstances require.

**Signed by[[2]](#footnote-3)**

**[Your Name & Title]**

1. *All interim working delegated authorities must be approved by the Executive member or Regional Co-Lead to which the delegator reports, and should therefore be addressed to that person.* [↑](#footnote-ref-2)
2. *All interim working delegations must be signed by the delegator personally (ie, not on the delegator’s behalf. Electronic signatures may be used.).* [↑](#footnote-ref-3)