Dear UniServices Purchasing

Can you please action the following SciQuest order?

**Requisition Information**

|  |  |
| --- | --- |
| **Cart/Requisition Number** |  |
| **Supplier Name** |  |
| **Contact Name**  (Required for queries regarding this request) |  |
| **Contact Number**  (Required for queries regarding this request) |  |

**HOD account details (Only complete this section if you are charging your order to an HoD account)**

(Do not submit this request until you have completed all of the sections below)

|  |  |  |
| --- | --- | --- |
| **1** | **HoD Account Number**  (Format: HoD XXXXX) |  |
| **2** | **HoD Account Holder**  (Whose HoD is this?) |  |
| **3** | **Name of “one over one” approver**  (Also referred to as a “plus one” approver) |  |
| **4** | Please confirm evidence of written approval from **line 1** has been **attached to this email** |  |
| **5** | Please confirm evidence of written approval from **line 2** has been **attached to this email** |  |

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**Additional Information**

**What is “one over one” approval?**

”One over one” is the principle that an approving manager can only approve expenses of their direct reports as per the organisational chart maintained by People and Culture (UniServices) and Human Resources (University of Auckland).

They cannot approve their own transactions or those of the person that they report to. Nor can they approve expenses of a member at the same level or higher in the organisational chart.

**My HoD has verbally approved – will this suffice?**

No.  For audit purposes, the Purchasing team must attach both approvals to the requisition in SciQuest/Technology One.

**Is there a form for HoD approval?**

No, there is no specific HoD approval form.  Approval in the form of an email will suffice, as will a signature on a print-out of the relevant requisition number from SciQuest/Ecommerce.

**Unclear/Ambiguous approvals**

Approvals must be legible.  If a signature is in doubt, the Purchasing team will contact the approver via email and ask them to confirm by reply email.

If an HoD is absent or on leave, they may delegate their financial authority to a colleague at the same level or higher in the organisational chart.  When approving expenditure, the colleague must state that they hold this ‘delegated financial approval’ otherwise the Purchasing team will seek confirmation in writing and this may delay the process.