

Instructions

- This form is to be used where approval is requested to use Prior Year Reserves (PYR) during the period in which access to PYR is paused. Such requests are considered deviations from the current position and require approval by the University Executive, via the Chief Financial Officer (CFO).
- The request must be supported by a written motivation and any relevant supporting documentation, which must be attached to this form.
- Note:** This is a fillable PDF form with form fields which **must** be **opened** and **completed** in **Adobe Acrobat Reader**. Do **not** use *Fill & Sign* to add fields as this will disable **all** the existing fields. Any remaining, incomplete fields will become **unusable**. When signing, note the [instructions](#) and first select the preferred option, then click in field and sign as required.

A. Request details

Faculty / PASS Department			
Date of request			
Purpose of request:			
Supporting documentation attached:	Motivation	Other	If other, content type/s:

B. PYR request

Amount requested	
PYR fund / source	
Balance in fund	

C. Review, recommendation and approval

Note: Signing instructions:		How are you signing?		 Insert image (default)		 Apply digital signature	
- Do not use Fill & Sign to sign as this will disable all form fields, making any remaining, incomplete fields unusable. To sign: Select Sign method and click in Signature field to either Insert image of your signature or Apply digital signature.							
Finance Manager (FM) / Assistant Finance Manager (AFM)							
<i>I have reviewed the request and supporting motivation and confirmed that the requested amount is available from the identified PYR balance.</i>							
Print name	Sign method	Signature		Date			
	 						
Dean / ED / Director or Nominee							
<i>I support the PYR utilisation as set out in the above motivation.</i>							
Print name	Sign method	Signature		Date			
	 						
Chief Financial Officer (CFO)							
Recommendation / decision	Approved		Not approved				
Comments (if applicable)							
Print name	Sign method	Signature		Date			
	 						
Vice-Chancellor							
Decision	Approved		Not approved				
Comments (if applicable)							
Print name	Sign method	Signature		Date			
	 						