



DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
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NUMBER	005	
		Policy Database Document Reference Number 563005P

INFORMATION & COMMUNICATIONS TECHNOLOGY FINANCIAL MANAGEMENT POLICY

Purpose/ Objectives	<p>To ensure sound business practices are followed by all staff of ICT, and adequate measures are taken to safeguard and preserve the assets and resources of the La Trobe University.</p> <p>To establish a framework for sound financial decisions and outcomes based on Australian Accounting Standard.</p>
Scope/ Application	ICT financial budget and procurement
Policy Statement	<ul style="list-style-type: none"> • All ICT budgetary decisions shall be made in accordance with the La Trobe University Strategic Plan and approved La University Budget. • All ICT financial transactions shall adhere to the La Trobe University Business Procedures Manual and comply with the Australian Accounting Standards. • All ICT transactions must be processed according to ICT Financial Management Procedure. • All ICT procurement must be budgeted for. ICT shall manage its financial data integrity. • ICT managers are responsible for their areas' operating and capital budgets.
Supporting Procedures	<p>La Trobe University Business Procedures Manual</p> <p>ICT Financial Management Procedure</p> <p>ICT Work Initiation Procedure</p>
Responsibility for Implementation	Manager, Planning and Administration
Responsibility for monitoring implementation and compliance	Chief Information Officer
Status	New.
Key Stakeholders	<p>La Trobe University ICT staff</p> <p>La Trobe University and faculties staff</p>
Approval Body	Senior Management Committee, 24 July 2009, Minute 3.2
Initiating Body or Person(s)	ICT Policy Committee

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Definitions	
Related Legislation	Australian Accounting Standards <i>The Australian Corporations ACT</i> <i>Australian Securities and Investments Commission Act 2001</i>
Related Policy and other Documents	ICT Work Initiation Policy
Date Effective	24 July 2009
Next Review Date	June 2011
Keywords	ICT, finance, budget, purchase, asset, accounting, capital, operating, transaction, procurement
Owner/Sponsor	Chief Information Officer
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