

Authorisation of PURCHASE ORDER REQUISITION within budget – this process also applies where a retrospective purchase order requisition is required

Task/value	Requisitioner	Level 1 authoriser – in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance	COO/VC/Provost
purchase order requisition below £1k	<ul style="list-style-type: none"> Initiates purchase Ensures PO requisition is the best way to purchase Describes purchase and codes to appropriate budget Checks funds are available Attaches necessary supporting information 	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Commits University funds. 	No intervention	No intervention	No intervention	No intervention	No intervention
£1k - £10k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Commits University funds. 	No intervention	No intervention	No intervention	No intervention
£10k - £25k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirms that purchase is consistent with wider school or divisional objectives Commits University funds 	No intervention	No intervention	No intervention
£25k - £50k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirmation as above Commits University funds subject to Procurement confirmation of contractual terms 	<ul style="list-style-type: none"> Confirms correct process followed and satisfactory contractual terms and conditions in place Commits University funds 	No intervention	No intervention
£50k - £750k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirmation as above Commits University funds subject to Procurement confirmation of contractual terms and DoF authorisation 	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirms consistency with wider University priorities and requirements Commits University funds 	No intervention
over £750k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirmation as above Commits University funds subject to Procurement confirmation of contractual terms and DoF/COO/VC authorisation 	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirms consistency with wider University priorities and requirements Recommends commitment of University funds to final decision maker 	<ul style="list-style-type: none"> Makes final commitment decision based on DoF recommendation (required due to value of transaction) Commits University funds

Authorisation of PURCHASE ORDER REQUISITION exceeding budget/not budgeted

Task/value	Requisitioner	Level 1 authoriser – in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance	COO/VC/Provost
Research £0k -£10k	<ul style="list-style-type: none"> Initiates purchase Ensures PO requisition is the best way to purchase Describes purchase and codes to appropriate budget Explains why over budget and how to fund Attaches necessary supporting information 	No intervention	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded to budget Confirms policy and process have been followed Confirms all information is included Recommends to decision maker 	<ul style="list-style-type: none"> Confirms that purchase is consistent with Research funding/objectives Commits University funds 			
Non research £0k - £10k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Commits University funds where variance < £100 Recommends to decision maker where variance>£100 	where variance > £100 <ul style="list-style-type: none"> Confirms that purchase is consistent with wider school or divisional objectives Commits University funds 			
£10 - £25k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirms that purchase is consistent with wider school or divisional objectives Commits University funds 			
£25k - £50k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirmation as above Commits University funds subject to Procurement confirmation of contractual terms 	<ul style="list-style-type: none"> Confirms correct process followed and satisfactory contractual terms and conditions in place Commits University funds 		
£50k - £750k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirmation as above Commits University funds subject to Procurement confirmation of contractual terms and DoF authorisation 	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirms consistency with wider University priorities and requirements Commits University funds 	
over £750k	Initiates purchase as above	No intervention	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirmation as above Commits University funds subject to Procurement confirmation of contractual terms and DoF/COO/VC authorisation 	<ul style="list-style-type: none"> Confirmation as above Recommends to decision maker 	<ul style="list-style-type: none"> Confirms consistency with wider University priorities and requirements Recommends commitment of University funds to final decision maker 	<ul style="list-style-type: none"> Makes final commitment decision based on DoF recommendation (required due to value of transaction) Commits University funds

Authorisation of PURCHASE INVOICE exceeding authorised purchase order requisition by more than £20 (automatic authorisation below this threshold)							
Task/value	Requisitioner	Level 1 authoriser – in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance	COO/VC/Provost
Invoice below £10k	<ul style="list-style-type: none"> Investigates issue and Accepts legitimacy and explains to authoriser or Arranges credit note with supplier and rejects invoice 	No intervention	<ul style="list-style-type: none"> Reviews information from requisitioner Rejects back to requisitioner where not satisfied Authorises payment of invoice 				
Invoice £10k - £25k	As above	No intervention	<ul style="list-style-type: none"> Reviews information from requisitioner Rejects back to requisitioner where not satisfied Recommends payment of invoice to senior budget holder 	<ul style="list-style-type: none"> Authorises payment of invoice 			
Invoice £25k - £50k	As above	No intervention	As above	<ul style="list-style-type: none"> Authorises payment subject to Procurement check of terms and conditions 	<ul style="list-style-type: none"> Checks terms and conditions and recommends to DoF or rejects to supplier 		
Invoice £50k - £750k	As above	No intervention	As above	<ul style="list-style-type: none"> Authorises payment subject to Procurement check of terms and conditions and DoF authorisation 	<ul style="list-style-type: none"> Checks terms and conditions and recommends to DoF or rejects to supplier 	Authorises payment of invoice	
Invoice over £750k	As above	No intervention	As above	<ul style="list-style-type: none"> Authorises payment subject to Procurement check of terms and conditions and DoF and COO etc authorisation 	<ul style="list-style-type: none"> As above 	Recommends to authorisation of invoice to decision maker	Authorises payment of invoice based on DoF recommendation (required due to value of transaction)

Authorisation of PURCHASE INVOICE where no authorised purchase order requisition is required

Task/value	Requisitioner	Level 1 authoriser – in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance	COO/VC/Provost
Invoice below £10k	No intervention	No intervention	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded to budget Confirms all information is included Authorises payment from University funds 				
Invoice £10k - £25k	As above	As above	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded to budget Confirms all information is included Recommends payment from University funds to decision maker 	<ul style="list-style-type: none"> Confirms that purchase is consistent with wider school or divisional objectives Authorises payment 			
Invoice £25k - £50k	As above	As above	As above	As above subject to Procurement confirmation of contractual terms	<ul style="list-style-type: none"> Reviews contractual terms Commits University funds 		
Invoice £50k - £750k	As above	As above	As above	As above subject to DoF authorisation	<ul style="list-style-type: none"> Reviews contractual terms Recommends to decision maker 	Authorises payment	
Invoice over £750k	As above	As above	As above	As above subject COO/VC authorisation	As above	Recommends to decision maker	Authorises payment based on DoF recommendation (required due to value of transaction)

Authorisation of staff out of pocket expenses							
Task/value	Claimant	Level 1 authoriser	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance	COO/VC/Provost
Claimant is level 2 budget holder/PI	<ul style="list-style-type: none"> Ensures their out of pocket expenditure is in accordance with University policy/research funder requirements where applicable Commits funds at own risk Ensures their out of pocket expenditure is accurately coded Ensures their claim is within University time requirements Ensures all supporting information is attached 	No intervention	Budget holder/PI is claimant	<ul style="list-style-type: none"> Confirms purchase is correctly coded Confirms policy and process have been followed Confirms all information is included Authorises payment to the claimant 			
Claimant is level 3 senior budget holder	As above	As above	<ul style="list-style-type: none"> Confirms purchase is correctly coded Confirms policy and process have been followed Confirms all information is included Recommends to decision maker 	Senior budget holder is claimant		As line manager of the senior budget holder <ul style="list-style-type: none"> Authorises payment to the claimant 	As line manager of the senior budget holder <ul style="list-style-type: none"> Authorises payment to the claimant
All other claims	As above	As above	<ul style="list-style-type: none"> Confirms purchase is correctly coded Confirms policy and process have been followed Confirms all information is included Authorises payment of claims < £500 Recommends to decision maker for claims > £500 	For claims > £500 <ul style="list-style-type: none"> Authorises payment to the claimant 			

Authorisation of purchasing card transactions							
Task/value	Cardholder	Level 1 authoriser	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance	COO/VC/Provost
Cardholder is level 2 budget holder/PI	<ul style="list-style-type: none"> Ensures purchases on their card are in accordance with University policy/research funder requirements where applicable Commits University funds Ensures transactions on their card are accurately coded Ensures all supporting information is attached 	No intervention	Budget holder/PI is cardholder	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Authorises transaction posting to subproject 			
Cardholder is level 3 senior budget holder	As above	As above	<ul style="list-style-type: none"> Confirms purchase is correctly coded Confirms policy and process have been followed Confirms all information is included Recommends to decision maker 	Senior budget holder/PI is cardholder		As line manager of the senior budget holder <ul style="list-style-type: none"> Authorises transaction posting to subproject 	As line manager of the senior budget holder <ul style="list-style-type: none"> Authorises transaction posting to subproject
All other cardholders - Individual transaction below £10k	As above	As above	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Authorises transaction for posting to subproject 				
All other cardholders - Individual transaction £10k - £25k	As above	As above	<ul style="list-style-type: none"> Confirms purchase is necessary to meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Recommend to decision maker 	<ul style="list-style-type: none"> Authorises transaction for posting to subproject 			