

Financial limits for signatories on Zero rated Certificates

Zero Rated Certificates are required to accompany all orders raised to a charitable fund for equipment being used in medical research (Notice 701/6)

Section A : Authorising Zero Rated VAT Certificates

When purchasing equipment between the values of:

- £0 and £1,000** : Certificate requires authorisation from Requisitioner
- £1,001 and £19,999** : Certificate requires authorisation by your School Finance Manager
- £20,000 and above**: Certificate requires authorisation by your School Finance Manager **and** the Head of Accounting Services

Approval task is routed to the appropriate person automatically by the Agresso finance system

Section B : Procedures for processing Zero Rated VAT Certificates

When purchasing equipment between the values of:

£0 and £1,000

o requisition to be raised selecting tax code 'PM' - Agresso will automatically send to the supplier the certificate incorporated within the Purchase Order

£1,001 and £19,999

o requisition to be raised selecting tax code 'PM' **if purchase >£5000** complete and attach form [VAT exempt/zero rated items form - items over £5,000 \[DOC 20.50KB\]](#) to the requisition in the Agresso system. This will generate a workflow task requesting approval from your School Finance Manager. Agresso will automatically send to the supplier the certificate incorporated within the Purchase Order

£20,000 and above

o requisition to be raised selecting tax code 'PM' and complete and attach form [VAT exempt/zero rated items form - items over £5,000 \[DOC 20.50KB\]](#) to the requisition in the Agresso system. This will generate a workflow task requesting approval from your School Finance Manager **and** the Head of Accounting Services. Agresso will automatically send to the supplier the certificate incorporated within the Purchase Order