

Authorisation of Expenditure

The table below shows persons authorised to commit the College to the purchase of goods and services and to authorise the payment for such goods and services.

Expenditure Level including VAT

Over £100,000 - Governing Body

£25,000-£100,000 - Finance Committee

£10,000-£25,000 - Principal

Up to £10,000 - Vice-Principal & Bursar

Up to £1,000 in own department - Department Heads

- The expenditure levels relate to an individual order/purchase or the total of a related series of orders/purchases.
- Additionally the Bursar may authorise total capital expenditure up to 10% over the approved budget. The Principal may authorise up to 20% over the approved budget. Expenditure above 20% or above £25,000 over the approved budget requires the authorisation of the Treasurer/Chair of Finance Committee, above £100,000 by the Governing Body.
- Where a supplier requires the signing of a contract, it should be signed by a Department Head up to their authorised level of expenditure. Contracts above this level should be signed by the Bursar or the Principal.

Purchasing/Tendering/Quotations

Over £50,000 - Full open tender

£10,001 to £50,000 Selective tender

£5,001 to £10,000 At least three written quotes

£1,001 to £5,000 At least two written quotes

Up to £1,000 Budget Holder judgement that College is receiving value for money

- The College's Terms and Conditions for Purchases of Goods and Services outlines the College's purchasing procedures. The University's procurement office also has valuable procedures for purchasing goods and services.
- There may be circumstances where it is not considered appropriate to tender, for example, proprietary products or technical items that need to be compatible with existing systems. In these circumstances, the decision not to tender should be fully documented and approved by the Vice-Principal & Bursar for tenders below £25,000 and by both Bursar and the Principal for tenders over £25,000. Such decisions should be reported to the College's Audit Committee and Finance Committee.