

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 • 						

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 	

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
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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							

