

Scheme of Delegation 2022-23

AUTHORISATION LEVELS

Delegated duty	Value	Delegated authority
Purchase orders and Invoice approval	£1 to £2500	Finance Assistant / Finance Officer
	£2501 to 10,000	Finance Manager
	£10,001 to £25,000	Vice Principal, CFO
	£25,001 to £50,000	Principal
	£50,001 to £100,000	Finance and General-Purpose Committee
	Over £100,000	Governing Body
Bank account transfers and cheque / BACS payment authorisation	Any	Two signatories overall, but normally Principal and Vice Principal, Chief Financial Officer. Other signatories (in the event of absence) are Finance Manager, Chair of Governors, and Chair of Finance Committee.
Quotations and tendering	£2,500 to £25,000	Minimum of three quotes to be obtained
	£25,000 to £100,000	Formal tendering procedures, details of quotes retained by Finance Manager
	Over £100,000 and up to relevant UK Public Procurement Threshold limit	Formal tendering process. The current UK Public Procurement Threshold limit is £213,477(inc. VAT).
	Over Public Procurement Threshold limit	Advertising required, Governing Body approval
Authority to accept other than lowest quotation	Up to £50,000	Principal
	Over £50,000	Finance and General-Purpose Committee
Single Supplier	Up to £50,000	Single Source Justification - Principal
	Over £50,000	Single Source Justification – Finance and General-Purpose Committee / Governing Body

Delegated duty	Value	Delegated authority
Disposal of assets	Up to £20,000	CFO, Principal and Finance and General-Purpose Committee
	Over £20,000	As above plus ESFA Approval
Write-off of bad debts	Any	Finance and General-Purpose Committee