

Appendix 1

Delegated Duty	Value	Delegated Authority	Method
Ordering Goods and Services (raising Purchase Order Requisitions)	Up to £1,000	Budget Holder/Business Finance Manager	Selection from preferred supplier list unless agreed with DoF or FBM
	£1,001 to £5,000	As above plus Headteacher/DoF	
	£5,001 to £15,000	Headteacher/DoF	Minimum of 2 written quotes
	£15,001 to £25,000	Headteacher/DoF	Minimum of 3 written quotes or Formal Tendering Process Including advertising in OJEU (if over OJEU threshold)
	£25,001 upwards	Headteacher/DoF and Resources Committee approval needed	
Operating Leases or contracts over 1 year	Any	All contracts and leases must be approved in line with the above and signed by the Director of Finance.	
Signatories for cheques, BACS Payment Authorisation and other bank transfers	Any	Two signatories from: Headteacher Deputy Headteacher Director of Finance Finance Business Manager Note: DoF and FBM cannot both be signatories for payments.	
Virement of budget provision between budget heads	Up to £1,000	Finance Business Manager in conjunction with Budget Holder/Director of Finance.	
	Over £1,000	Headteacher and Director of Finance	
	Any – where virement is concerned with Staffing budget/non cash budgets	Resources Committee	
Disposal of Assets	Up to £1,000	Director of Finance	
	Over £1,000	Headteacher with responsibility for reporting to Resources Committee	
	Land or buildings	Full Governing Body with the approval of ESFA and DfE.	

Delegated Duty	Value	Delegated Authority	Method
Write off of Bad Debts	Up to £500	Director of Finance	
	£500 to £1,000	Headteacher	
	Over £1,000	Resources Committee following report from Headteacher	
Raising invoices to collect income	Any	Finance Officer in consultation with Director of Finance	