

Document Control					
Document No	N/A	Version	4	Date Issued	September 2024
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	

Document Control					
Document No	N/A	Version	4	Date Issued	September 2024
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Governance

-
-
-
-
-
-

Scheme of Delegaci

Document Control					
Document No	N/A	Version	4	Date Issued	September 2024
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	4	Date Issued	September 2024
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	4	Date Issued	September 2024
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document No	N/A	Document Control
-------------	-----	------------------

Document Control				
Document No	N/A	Version	2	Date Issued
				1/09/21

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

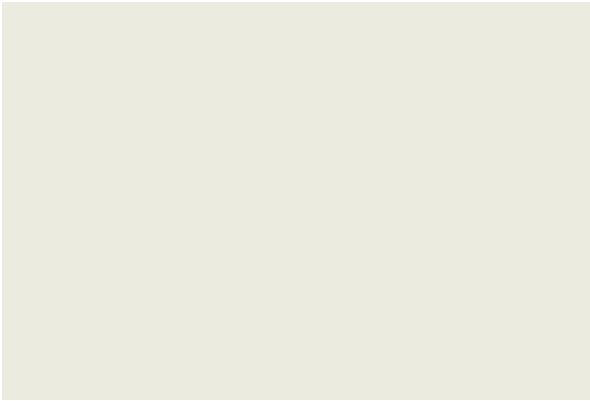
Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Appendix 2 Finance Systems Facilitated Delegation Framework

Authorisation of PURCHASE ORDER REQUISITION within budget this also applies where a retrospective purchase order requisition is required				
Task/value	Requistioner	Level 1 authoriser in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division



•

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas				

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Authorisation of PURCHASE INVOICE exceeding authorised purchase order requisition by more than £20 (automatic authorisation below this threshold)							
Task/value	Requistioner	Level 1 authoriser in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Chief Financial Officer	COO/VC/Provost

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas				

Authorisation of staff out of pocket expenses							
Task/value	Claimant	Level 1 authoriser	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Chief Financial Officer	COO/VC/Provost

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Authorisation of purchasing card transactions							
Task/value	Cardholder	Level 1 authoriser	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Chief Financial Officer	COO/VC/Provost

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed by	Jacinda Humphry	Department	Finance Division

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas	Reviewed			

Document Control					
Document No	N/A	Version	2	Date Issued	1/09/21
Author	Sian Thomas				