**Delegated Authority Listing for (Name) School/Academy as at (date)**

**Applies to School Funds**

**Contract Procurement Activity Requirements for Services and Supplies by Value**

 orders or contracts of up to £9,999 may be entered into with a minimum of one quote, although at least three are recommended;

 for contracts or purchases between £10,000 and £74,999 in aggregate value, at least three written quotes are required;

 contracts over £75,000 in aggregate value must be publicly advertised and tenders invited for each contract.

**Contract Procurement Activity Requirements for Execution of Works by Value**

 orders or contracts of up to £24,999 may be entered into with a minimum of one quote, although at least three are recommended;

 for contracts or purchases between £25,000 and £99,999 in aggregate value, at least three written quotes are required;

 contracts over £100,000 in aggregate value must be publicly advertised and tenders invited for each contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Account Details** | | **Non-Payroll** | **Payroll** | |
| **Budget Holder** | **Budget Held** | **Authorised to Commit up to:(Budgeted)** | **Routine Payments up to:** | **Discretionary Payments up to:** |
| **Middle leaders:**  All Curriculum Leaders  Assigned Budget Holders  Admin/Comms Mgr  Network Mgr  Site Mgr  Examinations  **Senior Management Team:**  Assistant Head  Deputy Head  Bursar/Business Manager  Headteacher/Principal  **Governing Body:**  Finance Committee Governor  Finance Committee  Governing Body | Departmental Budget  Assigned Budget (eg ICT, G&T)  LRC/Admin/Support  ICT Budget  Premises Budget  Exam Fees  Departmental/Assigned Budget  Departmental/Assigned Budget  All  All  All (excluding Salaries)  All (excluding Salaries)  All | **£**  ) IAW Budget  ) Allocation  £1,000  £1,000  £1,500  £2,500  £2,500  £2,500  £7,500  £20,000  £30,000  £50,000  No Limit | **£**  £350,000  £350,000  No Limit | **£**  £5,000  No Limit |

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset Disposal/Bad Debt Write-Off/Budget Virement** | | | |
|  | **Asset Disposal up to:** | **Bad Debt Write-Off up to:** | **Budget Virement up to** |
| Bursar/Business Manager  Headteacher/Principal  Finance Committee  Governing Body | £1,000  £10,000**\***  £25,000  No Limit | £500  £1,500  £5,000  No Limit | £2,000  £10,000  £20,000  No Limit |

**\***Note to be sent to the Finance Committee

Authorised on behalf of Governors by Chair: Date:

Authorised on behalf of Finance Committee by Chair: Date: