**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 LeadersAssigned Budget HoldersAdmin/Comms MgrNetwork MgrSite MgrExaminations**Senior Management Team:**Assistant HeadDeputy HeadBursar/Business ManagerHeadteacher/Principal**Governing Body:**Finance Committee GovernorFinance CommitteeGoverning Body | Departmental BudgetAssigned Budget (eg ICT, G&T)LRC/Admin/SupportICT BudgetPremises BudgetExam FeesDepartmental/Assigned BudgetDepartmental/Assigned BudgetAllAllAll (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£50,000No Limit | **£**£350,000£350,000No Limit | **£**£5,000No 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 ManagerHeadteacher/PrincipalFinance CommitteeGoverning Body | £1,000£10,000**\***£25,000No Limit | £500£1,500£5,000No Limit | £2,000£10,000£20,000No Limit |

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

Authorised on behalf of Governors by Chair: Date:

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