

Delegated Authorisation Limits

SGUL operates a system of delegated authorisation to staff in Institutes, Divisions and Centres. Delegated authorisation limits shall apply to all activity committing SGUL to either spending of funds or delivering a service (see Appendix A for a list of contract activities) with staff approving expenditure over which they have budgetary control

These limits should apply to contracts being entered into on SGUL's behalf (the total value of the contract) as well as individual purchases. All purchases or contracts with a value over £50k should be subject to a tender process (as defined by Procurement). No purchase can be self-approved.

	Limits
Council	Over £1m
Finance Committee	Up to £1m
Principal	Up to £500k
Director of Finance, Chief Operating Officer or Deputy Principal	Up to £200k
Deans, Institute or Professional Services Directors	Up to £50k
Head of Operations, Deputy Director of Finance	Up to £25k
Cost Centre Managers	Up to £10k
Budget Holder	Up to £2k

For Estates expenditure, the overall project budget will be approved as part of the annual budget cycle, with more detailed project budgets agreed when the project commences by Space Strategy Committee. Within projects, if the spend is undertaken with a preferred supplier and a tender undertaken, then the following limits apply

	Limits
Director of Finance, Chief Operating Officer or Deputy Principal	Over £1m
Director of Estates	Up to £1m
Estates Manager	Up to £200k
Assistant Director of Estates	Up to £100k
Facilities Manager, Sports & Residential Manager	Up to £25k

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For research applications and contracts different limits apply as below.

	Limits
Director of Finance, Chief Operating Officer or Deputy Principal	Over £1m
Director of Joint Research & Enterprise Services	Up to £1m
Head of Research Funding/Head of Enterprise & Innovation	Up to £250k
Head of Research Governance & Delivery (academically led CTAs only)	Up to £250k

For expenses, lower limits will be designated. All expenses will be authorised by an approver at a higher level.

	Limits
Director of Finance, Chief Operating Officer or Deputy Principal	Over £5,000
Deans, Institute or Professional Services Directors	Up to £5,000
Head of Operations, Deputy Director of Finance	Up to £2,500
Cost Centre Managers	Up to £1,250
Budget Holder	Up to £500

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Appendix 1 - Contract Activities

Delegated authorisation limits shall apply to all activity committing SGUL to either spending of funds or delivery of a service. A sample of the types of activities is listed below. This list is not exhaustive and advice should be taken from either Finance or GLAS if any ambiguity arises.

- Contracts for the supply/provision of goods and/or services (either by SGUL or by a third party)
- Purchase of all goods/equipment (including hardware and software)
- Software/database licences or other IT agreements
- Equipment leases
- Purchase of services
- Memorandum of Understanding
- Collaboration/co-operation agreements
- Partnership agreements
- Unit/team transfer arrangements
- Any estates-related contract or deed (including without limitation any lease or licence), irrespective of any rent-free period
- Any consultancy arrangement (whether formal or otherwise)
- Any research contract (or other research-related document where any formal commitment is made)
- Any contract or other document relating to student placement or financial arrangements (including stipends, studentship, inter-collegiate fees, sponsorship etc)
- Staff secondments either to or from SGUL
- Any other arrangement with a third party