

**Procurement Delegations For Expenditure Covered by Approved Budgets**

*See Procurement Policy and Procedures for information on the procurement process and emergency procurement*

<b>Account Details</b>		<b>Non- payroll Trust Wide</b>	<b>Non-Payroll Individual Academy</b>	<b>Payroll Individual Academy</b>	<b>Payroll Individual Academy</b>
<b>Budget Holder</b>	<b>Budget Held</b>	<b>Authorised to Commit up to: (Budgeted) £</b>	<b>Authorised to Commit up to: (Budgeted) £</b>	<b>Routine Payments up to: £</b>	<b>Discretionary Payments up to: £</b>
<b>Middle Leaders</b>					
Curriculum Leaders	Departmental Budgets		500		
School Secretary	Administration		500		
Examinations Manager	Exam Fees		500		
<b>Senior Management Team</b>					
Assistant Head Teacher	Assigned Budgets		1,000		
Director of Finance	All	3,000	1,000	300,000	
Operations Manager	Assigned Budgets	3,000	1,000		
Deputy Head Teacher	Assigned Budgets		5,000		
Head Teacher	Assigned Budgets		10,000		
Executive Head (CEO)	All	100,000	30,000	300,000	
<b>Governing Body</b>					
Finance, People and Premises Committee	All (Excluding Salaries)	150,000	50,000		1,000
Teaching, Learning and Welfare	Salary Related				1,000
Board	All	No Limit	No Limit	No Limit	No Limit

<b>Asset Disposal/ Bad Debt Write-Off/ Budget Virement</b>			
	<b>Asset Disposal up to</b>	<b>Bad Debt Write-Off</b>	<b>Budget Virement up</b>
	<b>£</b>	<b>up to:</b> <b>£</b>	<b>to:</b> <b>£</b>
Director of Finance	1,000	1,000	2,000
Executive Head (CEO)	10,000	2,000	10,000
Finance, People and Premises Committee	25,000	5,000	30,000
Board	No Limit	No Limit	No Limit

Authorised on behalf of the Board of Trustees by Chair

Date

Authorised on behalf of the Finance, People and Premises Committee by Chair

Date