



# Limits, Rates and Signatories Appendix

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Approving Body: University Management Team

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## Budget Holder Limits

**Note: All values are inclusive of VAT and refer to the contract life value and not annual value**

Role	Orders	Purchases	Contracts	Leases	Payroll: Casual and Overtime	Agency Staff
Prior agreement of the Board of Governors	Over £600k	Over £600k	Over £600k	Over £600k	Yes	N/a
Vice-Chancellor's Group	£600k	£600k	£600k	£600k	Yes	Yes
Director of Finance	£200k	£200k	£200k	£200k	Yes	No
Deans and University Secretary	£25k	£25k	£25k	-	Yes	No
Head of Campus Services	£60k	£60k	£60k	-	Yes	No
Head of Digital Services	£25k	£25k	£25k	-	Yes	No
Other Heads of Department	£10k	£10k	£10k	-	Yes*	No
School Operational Managers	£5k	£5k	£5k	-	Yes	No
Schools Technical Manager	£5k	£5k	£5k	-	No	No
Subject / Course Leaders	£5k	£5k	£5k	-	No	No
Any other Cost Centre Budget Holders	£5k	£5k	£5k	-	No	No

\* Except for the Head of Finance and Head of Quality & Standards, where the payroll authorisation is with, the Director of Finance and University Secretary respectively .

## Capital Expenditure Limits

**Note: All values are inclusive of VAT and refer to the contract life value and not annual value**

Role	Orders	Purchases
Prior agreement of the Board of Governors	Over £600k	Over £600k
Vice-Chancellor's Group	£600k	£600k
Director of Finance	£200k	£200k
Deans and University Secretary	£50k	£50k
Head of Campus Services	£60k	£60k
Head of Digital Services	£25k	£25k
School Technical Managers	£5k	£5k
Any Other Cost Centre Budget Holders	-	-

Within these tables the **Vice-Chancellor's Group** consists of the:

Principal & Vice-Chancellor  
Deputy Vice-Chancellor  
Chief Operating Officer

## Delegated Budget Role Type Limits

Note: All values are inclusive of VAT and refer to the contract life value and not annual value

Type	Orders	Purchases	Contracts	Leases	Payroll: Casual and Overtime	Agency Staff
<b>Main Budget &amp; Projects</b>						
Level 3A	£5k	£5k	£5k	-	-	-
Level 2A	£2k	£2k	£2k	-	-	-
Level 1A	£1k	£1k	£1k	-	-	-
<b>Projects Only</b>						
Level 3P	£5k	£5k	£5k	-	-	-
Level 2P	£2k	£2k	£2k	-	-	-
Level 1P	£1k	£1k	£1k	-	-	-
<b>Main Budget Only</b>						
Level 3M	£5k	£5k	£5k	-	-	-
Level 2M	£2k	£2k	£2k	-	-	-
Level 1M	£1k	£1k	£1k	-	-	-

## Financial Leases and Operating Leases Limits

Note: All values are inclusive of VAT and refer to the contract life value and not annual value

Role	Orders	Purchases
Prior agreement of the Board of Governors	Over £600k	Over £600k
Vice-Chancellor's Group	£600k	£600k
Director of Finance	£200k	£200k
Any Other Cost Centre Budget Holders	-	-

## Quotation and Tendering limits

Note: All values are inclusive of VAT and refer to the contract life value and not annual value

Value (including VAT)	Action	Notes
Less than £6,000	Quote: Obtain quotation from at least <u>one</u> supplier	Advice can be obtained from the Procurement Manager
Between £6,001 and £29,999	Quotations: Obtain written competitive quotations from at least <u>two</u> suppliers	Justification for choice must be documented
<b>Between £30,000 and £217,561</b>	<b>Quotations: Obtain written competitive quotations from at least <u>three</u> suppliers. The Procurement Manager must be involved in the process</b>	<b>Justification for choice must be documented</b>
Over £217,561 (€265,200) on Goods or Services. This threshold figure changes on 1 January 2020 and biennially thereafter	Tendering: Obtain written competitive tenders from at least <u>three</u> suppliers. Publication of the invitation to tender in the Official Journal of the European Union (OJEU) may be required at the discretion of the Director of Finance. The Procurement Manager must be involved in the process	The tender process takes a minimum of three months to complete. Please consult with the Procurement Manager. Note a whole life costing analysis must be conducted
Over £5,461,696 (€6,657,600) on Works (building/construction). This threshold figure changes on 1 January 2020 and biennially thereafter	Tendering: Obtain written competitive tenders from at least <u>three</u> suppliers. Publication of the invitation to tender in the OJEU may be required at the discretion of the Director of Finance. The Procurement Manager must be involved in the process	The tender process takes a minimum of three months to complete. Please consult with the Procurement Manager. Note a whole life costing analysis must be conducted

## Authority Band Limits for Purchasing

Note: All values are inclusive of VAT and refer to the contract life value and not annual value

Limits (including VAT)	Authority
Under £60,000	1 x Budget Holder
£60,000 - £299,999	1 x Budget Holder or Secondary Authority plus 1 x Vice-Chancellor Group Signatory
£300,000 - £600,000	1 x Budget Holder or Secondary Authority plus 1 x Vice-Chancellor Group Signatory plus 1 x Principal and Vice-Chancellor
Over £600,000	This is a matter for Board

## Expense Rates for Mileage

Type of mileage	Rate
Staff : Car mileage	45p per mile
External Examiners : Car mileage	45p per mile
Governors : Car mileage	45p per mile
CPD : Car mileage	25p per mile
Students : Car mileage	25p per mile
Inteviews : Car mileage	25p per mile
Motorcycle mileage	24p per mile
Bicycle mileage	20p per mile

## Expense Rates for Hotel Accommodation

Location of stay	Rate
London	Up to £195 per night (including breakfast & VAT)
UK (outside of London)	Up to £150 per night (including breakfast & VAT)
Overseas	Up to £150* per night (including breakfast & taxes)

\* Discretionary higher rate may be agreed for overseas depending upon the location and the specific purpose of the visit, if pre-approved by the ULT or, for members of ULT, their Line Manager

## Expense Rates for Subsistence

Location of stay	Rate
UK and Overseas	Up to £35 per day

## Pool of Nominated Signatories : Lloyds Bank

All payments including BACS, CHAPS, Direct Debit agreements, foreign transfers, cheques, standing orders, rail warrants must be signed or electronically approved by two signatories from the following pool within the limits set out below:

Principal & Vice-Chancellor  
 Deputy Vice-Chancellor  
 Chief Operating Officer  
 Dean of the School of Media and Performance  
 Dean of the School of Art, Design & Architecture  
 Director of Finance  
 University Secretary  
 Head of Finance  
 Management Accountant  
 Financial Accountant  
 Schools Management Accountant

## Authorised Signatories Limits

Individual Payments to third parties (except Dorset County Council monthly payroll payments):

Payment Value	Authorised signatories
Up to £50,000	Any two signatories
£50,001 to £300,000	<p><b>One of the following:</b>            Vice-Chancellor's Group            Director of Finance</p> <p><b>Plus</b> any other signatory</p>
Over £300,000	<p><b>Two from the following:</b>            Vice-Chancellor's Group            Director of Finance</p>

Dorset County Council monthly payroll payments:

Payment Value	Authorised signatories
Any amount	<p><b>One of the following:</b>            Vice-Chancellor's Group            Director of Finance</p> <p><b>Plus</b> any other signatory</p>

## Authorised Signatories Limits (continued)

Transfers between Group accounts:

Payment Value	Authorised signatories
Any amount	Any two signatories

## AUB Charitable Foundation Only Pool of Nominated Signatories : Barclays Bank

All payments and transfers to investment managers including BACS, CHAPS, Direct Debit agreements, foreign transfers, cheques, standing orders must be signed or electronically approved by two signatories from the following pool within the limits set out below:

Principal & Vice-Chancellor  
 Director of Finance  
 Secretary to the Charitable Foundation / Clerk to the Board of Governors  
 Charitable Foundation Trustees

## Authorised Signatories Limits

Individual payments to third parties (including transfers to investment managers):

Payment Value	Authorised signatories
Up to £5,000	<b>Two from the following:</b> Principal & Vice-Chancellor Director of Finance Secretary to the Charitable Foundation
£5,001 to £20,000	<b>One of the following:</b> Charitable Foundation Trustee (other than the Principal & Vice-Chancellor)  <b>Plus</b> any other signatory
Over £20,000	<b>Any two</b> Charitable Foundation Trustees (other than the Principal & Vice-Chancellor)