

Payment Authority Within Approved Board Approved Annual Budget	£0 - £5,000	£5,0001 - £10,000	£10,001 - £50,000	£50,001 - £100,000	£100,001 - £250,000	£250,000 and above
Head of Department	Y					
Chief Executive Officer		Y	Y	Y	Y	
Board*						Y
Purchase Authority / Contract Awards Within Board Approved Annual Budget						
Head of Department	Y					
Chief Executive Officer**		Y	Y	Y	Y	
Board*						Y
Purchase Authority / Contract Awards Unbudgeted						
Head of Department						
Chief Executive Officer	Y	Y				
Board*			Y	Y	Y	Y

* The Board may delegate to one of its members the authority to approve payments or contract awards

** All purchase authority / contract awards by the CEO between £10,001 - £250,000 require counter approval from the Head of Finance that they are within Board approved annual budget

Other Delegations	Head of Finance	CEO	Board
Reimbursement of business expense claims	Up to £5,000	Up to £20,000	Over £20,001
Items purchased from petty cash	Up to £500	Up to £1,000	Over £1,001
Write-off cash losses (including damage/loss)		Up to £1,000	Up to £10,000
Write-off bad debts		Up to £10,000	Over £10,001
Disposal of assets		Up to £50,000	Over £10,001
Loans to staff		Up to the current HMRC limit	