

Process	Value	Delegated Authority
<i>All spending requests and decisions must go through the CFO who will then seek the correct authorisation levels. Anyone not following this process will be disciplined (and possibly dismissed)</i>		
<b>Virements</b>		
Virement	Up to £500	CFO
Virement	£501- £15,000	CEO
Virement	£15,001 to £50,000	Finance Committee
Virement	£50,001 & over	Board of Trustees / DfE
<b>Approval levels for Purchase Orders and Invoices on Access (note: out of Budget spend should still follow the approval process)</b>		
POs & Payments	Up to £2000	HoS
POs & Payments	Up to £5000	HT / EHT
POs & Payments	Up to £15,000	CEO
POs & Payments	£15,000 to £50,000	Finance Committee
POs & Payments	£50,000 & over	Board of Trustees / DfE
<b>Quotation Process</b>		
2 value for money checks (eg checking other websites / looking at other suppliers)	£2,000-£5000	Supplementary best value form to be attached to order form when sent to HQ
3 competitive written quotations	£5,000 to £40,000	3 written quotes and order form sent with the order HQ
3 framework quotes	£40,000-£135,000 if part of Approved DfE framework - <a href="https://www.gov.uk/guidance/find-a-dfe-approved-framework-for-your-school">https://www.gov.uk/guidance/find-a-dfe-approved-framework-for-your-school</a>	Trust Board of Directors will usually delegate this process to CEO
Formal Tender Process required.	Over £40,000 if not part of Approved DfE framework	Trust Board of Directors would usually oversee Process