



University of East Anglia

Information Compliance (ITCS)

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[REDACTED]

14 August 2018

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_18-177)

We have now considered your request of 01 August 2018 for information relating to rule levels for approval for expenditure at the University.

Our response is on page 2 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_18-177)

Please provide details of your rule levels for approval for expenditure in your organisation. This is for any revenue or capital spend other than staff costs.

Please provide the following:

- Requisitions for spend: who can approve up to what level? Please include all levels including the values and job roles – eg/ budget holder; Dean etc.

Please include in here all approvals including those which may be within Finance or Procurement functions.

All requisitions have two stages of approval – budget approval and finance approval. The budget approval is set at three levels; under £5k, £5k - £25k and over £25k. Approval levels are assigned on an individual basis to staff members where appropriate. We do not have defined limits for specific job roles.

- Purchase Orders: who can approve up to what level? Please include all levels including the values and job roles – eg/ budget holder; Dean etc.

Please include in here all approvals including those which may be within Finance or Procurement functions.

Purchase orders aren't raised on their own as all expenditures are created as a requisition first. Therefore approval levels for purchase orders are exactly the same as for requisitions. Amendments to existing orders follow the same rules as above, if the amendment is in an upwards direction.

- Purchase invoices: Do you have approvals here for those which have been through PO approval? What about for any invoices which do not require POs?

Who can approve up to what level? Please include all levels including the values and job roles – eg/ budget holder; Dean etc.

Please include in here all approvals including those which may be within Finance or Procurement functions.

Purchase invoices (those matched to Purchase Orders) don't require further approval unless the invoice is for more than the order value, then the same approval levels as noted above apply.