



# Scheme of Delegation for Purchasing, Ordering and Contracts

## Purpose

The tables below set out the limits for authorisation of expenditure for various members of staff and where Trustee approval will be required.

### Authorisation for purchasing and contracts

Who	Proposed limit
Development Officer	£1,000
Director Ops and Finance	£2,500
CEO	£10,000
CEO and Treasurer	Over £10,000
CEO and Board of Trustees	Over £25,000

The Treasurer must be one of the Trustees to approve

### Quotes and Tenders

Estimated Value	Tender action
Below £2,500	Prior knowledge of firm or internet search
£2,500 - ££5,000	Minimum of two written quotes
£5,000 and above	Minimum of three written quotes
£20,000 and above	Formal tendering process and interview

## Review

This scheme of delegation will be reviewed in two years, i.e. September 2024, unless experience or circumstances deem it necessary sooner.