

# Millthorpe School

Task	Persons Authorised	Notes
Ordering educational supplies within school budget	Headteacher Deputy Headteacher Teaching staff	<i>Up to £50,000 In Head's absence Within allocated budget</i>
Ordering domestic supplies within school budget	Headteacher Deputy Headteacher Site Manager	<i>Up to £50,000 In Head's absence Within allocated budget</i>
Ordering office supplies within school budget	Headteacher Deputy Headteacher Bursar	<i>Up to £50,000 In Head's absence</i>
Ordering any items in excess of £1,500	Headteacher	<i>Deputy Headteacher in Head's absence</i>
Ordering any items which would cause expenditure to exceed any budget heading by £500+	Headteacher	<i>Deputy Headteacher in Head's absence</i>
Ordering any items which would cause expenditure to result in an overall overspend	Chair of Governors Chair of Finance Committee	
Checking and signing for educational deliveries	Office Manager Admin Assistants	
Checking and signing for domestic deliveries	Office Manager Admin Assistants Site Manager	
Checking and signing for office supply deliveries	Office Manager Admin Assistants Bursar	
Checking invoices	Bursar	
Authorising invoice payment	Headteacher Deputy Headteacher Teaching Staff	<i>This refers to signing the coding grid to confirm receipt of goods</i>
Signing Cheques School Budget Yorkshire Bank Account	Headteacher Deputy Headteacher Bursar	<i>Two out of three</i>

All purchasing ceilings are subject to annual review

Last updated on : 06 July 2011

**Signed**

**Chair of Governors**