

UBW Financial Authority Form

Please return to procurement@kent.ac.uk once completed

Details of person authorised to approve requisitions on UBW

*Please note that persons authorised to approve Requisitions/Purchase Orders are not permitted to authorise supplier invoices

Name	User ID	Job Title	Department

Guidance on setting Financial Authority Limits:

- A Head of School/Department may authorise expenditure up to a maximum of **£50,000** from an approved budget on a single transaction.
- Heads of Schools/Departments may only delegate approving authority up to a maximum of **£15,000**.

Department	Cost Centre(s)	Monetary Limit (Please tick)
		<ul style="list-style-type: none"> • Up to £1,000 • £1000.01 - £5,000 • £5000.01 - £15,000 • £15,000.01

Controlling Officer	Print Name	Signature	Date