

FHS Delegated Authority : Purchase Orders and Asset Acquisitions/ Disposals

ACTION	CONDITIONS/AMOUNT	APPROVAL REQUIRED PER GEN002 Schedule A	FHS Dean's nominee	GOB & NON- GOB Funds	Research Funds (Excluding NRF & MRC Funds)
Purchase Orders - general - Excluding Assets - Excluding purchases via the Library Services Platform, which is covered by the Libraries Acquisitions policy (PLUR008)  NOTE: Requirements for quotes and tenders (>R1m) still apply per PPP002	All payments to UCT staff (reimbursements, advances, etc) <= R15 000	Fund Holder In addition, Line Manager of payee to sign if payee and Fund Holder are the same person	N/A	FH + LM of payee to sign if Payee and Fund Holder are the same person	FH + LM of payee to sign if Payee and Fund Holder are the same person
	All payments to UCT staff (reimbursements, advances, etc) > R15 000	Fund Holder + Line Manager of payee	N/A	FH+ LM of payee	FH+ LM of payee
	Purchase Orders <= R100 000	Fund Holder	N/A	Orders < R100 000 : FH	Orders < R100 000 : FH
	Purchase Orders > R100 000 and <= R2 000 000	Fund Holder and the Dean/GSB Director or ED/Director: PASS department	Orders > R100 000 < R500 000 : FH+ HOD + SFO/ARMA/RMA	Orders > R100 000 < R500 000 : FH + HOD + SFO	Orders > R100 000 < R250 000 : FH+ ARMA
			Orders between R500 000 and R1 000 000: Faculty FM / Deputy Dean / DFO	Orders > R500 000 < R1 000 000 : FH + HOD + SFO + Faculty FM	Orders > R250 000 < R500 000 : FH + ARMA + RMA
	Purchase Orders > R2 000 000	Fund Holder and the Dean/GSB Director or ED/Director: PASS department and ED: Finance or DVC Research & Internationalisation	Orders between R1000 000 and R2 000 000: Dean	Orders > R1000 000 < R2 000 000 : FH + HOD + SFO + Faculty FM + Dean	Orders > R500 000 < R1 000 000 : FH + ARMA + RMA + Faculty FM
				Orders > R1000 000 < R2 000 000 : FH + ARMA + RMA + Faculty FM + Dean	
Purchase Orders in terms of supplier or service contracts, as approved per the Delegated Authorities, including software and data access licences.	Purchase Order < R2 000 000	Fund Holder	N/A	Purchase Order < R2 000 000: FH	Purchase Order < R2 000 000: FH
	Purchase Order > R2 000 000	Fund Holder and the Dean/GSB Director or ED/Director: PASS department	Purchase Order > R2 000 000: FH and the Dean/GSB Director or ED/Director: PASS department	Purchase Order > R2 000 000: FH and the Dean/GSB Director or ED/Director: PASS department	Purchase Order > R2 000 000: FH and the Dean/GSB Director or ED/Director: PASS department
Movable Asset Acquisitions	Cost < R28 750 (not on Asset Register)	Fund Holder, via standard purchasing process	Cost < R28 750: FH	Cost < R25 000: FH	Cost < R25 000: FH
	Cost > R28 750 and <= R100 000	Fund Holder, via Asset acquisition process	Cost > R25 000 <= R100 000: HOD + SFO + Faculty MA or RMA.	Cost > R25 000 <= R100 000: HOD + SFO + Faculty MA or AMA	Cost > R25 000 <= R100 000: FH + SFO
	Cost > R100 000 and <= R2 000 000	Fund Holder and the Dean/GSB Director or ED/Director: PASS department	Cost > R100 000 and <= R500 000: Faculty FM or Deputy Dean	Cost > R100 000 and <= R500 000: HOD + SFO + Faculty MA or AMA + Faculty FM	Cost > R100 000 <= R250 000: FH + SFO + ARMA + RMA
			Cost > R500 000 and <= R1 000 000: DFO	Cost > R500 000 and <= R1000 000: HOD + SFO + Faculty MA + Faculty FM + DFO	Cost > R250 000 < R500 000 : FH + SFO + ARMA + RMA + Faculty FM
			Cost > R1000 000 and <= R2 000 000: Dean	Cost > R1000 000 and <= R2000 000: HOD + SFO + Faculty Management Accountant + Faculty FM + DFO + Dean	Cost > R500 000 and <= R1000 000: FH + SFO + ARMA+ RMA + Faculty FM + DFO
Cost > R2 000 000	Fund Holder and the Dean/GSB Director or ED/Director: PASS department and ED: Finance or DVC Research & Internationalisation	Fundholder and the Dean/GSB Director or ED/Director: PASS department and ED: Finance or DVC Research & Internationalisation	Orders > R2 000 000 : HOD + SFO + Faculty FM + DFO + Dean + ED Finance or DVC Research & Internationalisation	Orders > R2 000 000 : FH + ARMA + RMA + Faculty FM + DFO + Dean + ED Finance or DVC Research & Internationalisation	
Disposal of Movable assets	Book value <= R50 000	Head of Department	N/A	HOD	HOD
	Book value > R50 000 and <= R500 000	Head of Department and the Dean/GSB Director or ED/Director: PASS department	Book value > R50 000 and <= R100 000: HOD + SFO + Faculty Management Accountant or Research Management Accountant.	Book value > R50 000 and <= R100 000: HOD + SFO + Faculty MA	Book value > R50 000 and <= R100 000: HOD + SFO + RMA
			Book value > R100 000 and <= R500 000: Faculty FM or Deputy Dean or DFO	Book value > R100 000 and <= R500 000: HOD + SFO + RMA + Faculty FM /Deputy Dean/DFO	Book value > R100 000 and <= R500 000: HOD + SFO + RMA + Faculty FM/Deputy Dean/DFO
Book value > R500 000	Head of Department and the Dean/GSB Director or ED/Director: PASS department and ED: Finance or DVC Research & Internationalisation	N/A	Book value > R500 000: HOD + SFO + Faculty MA + Faculty FM/ Deputy Dean/DFO + Dean + ED Finance or DVC Research & Internationalisation	Book value > R500 000: HOD + SFO + RMA + Faculty FM/Deputy Dean/DFO + Dean + ED Finance or DVC Research & Internationalisation	

Legends:  
HOD - Head of Department  
FH - Fund Holder  
LM - Line Manager  
SFO - Senior Finance Officer of the Department / Unit  
AMA - Assistant Management Accountant  
ARMA - Assistant Research Management Accountant  
RMA - Research Management Accountant  
MA - Management Accountant  
FM - Finance Manager  
DFO - Director Faculty Operations

Approved : A/Prof L. Green-Thompson  
Date : 24 March 2021