

Authorisation limits for Student Groups and Sports Clubs - 2024/25

Covering :

- * Purchase orders (orange forms)
- * Purchase invoices (form suppliers)
- * Expense reimbursements (yellow forms)
- * Internal transfers between groups /budgets (blue forms)
- * Request to raise an invoice (income)
- (XP365 app follows the same levels)

Value £	Authorised by :	Plus:	Plus:	Plus:	Plus:
All:					
to £2,500	Student group Treasurer or Chairperson	Executive treasurer or Area Coordinator			
£2,501 to £5,000	Student group Treasurer or Chairperson		Area Officer		
£5,001 to £10,000	Student group Treasurer or Chairperson		Area Officer	Finance Manager or Budget Manager	
Above £10,001	Student group Treasurer or Chairperson		Area Officer	Finance Manager or Budget Manager	Chief Executive or Head of Finance