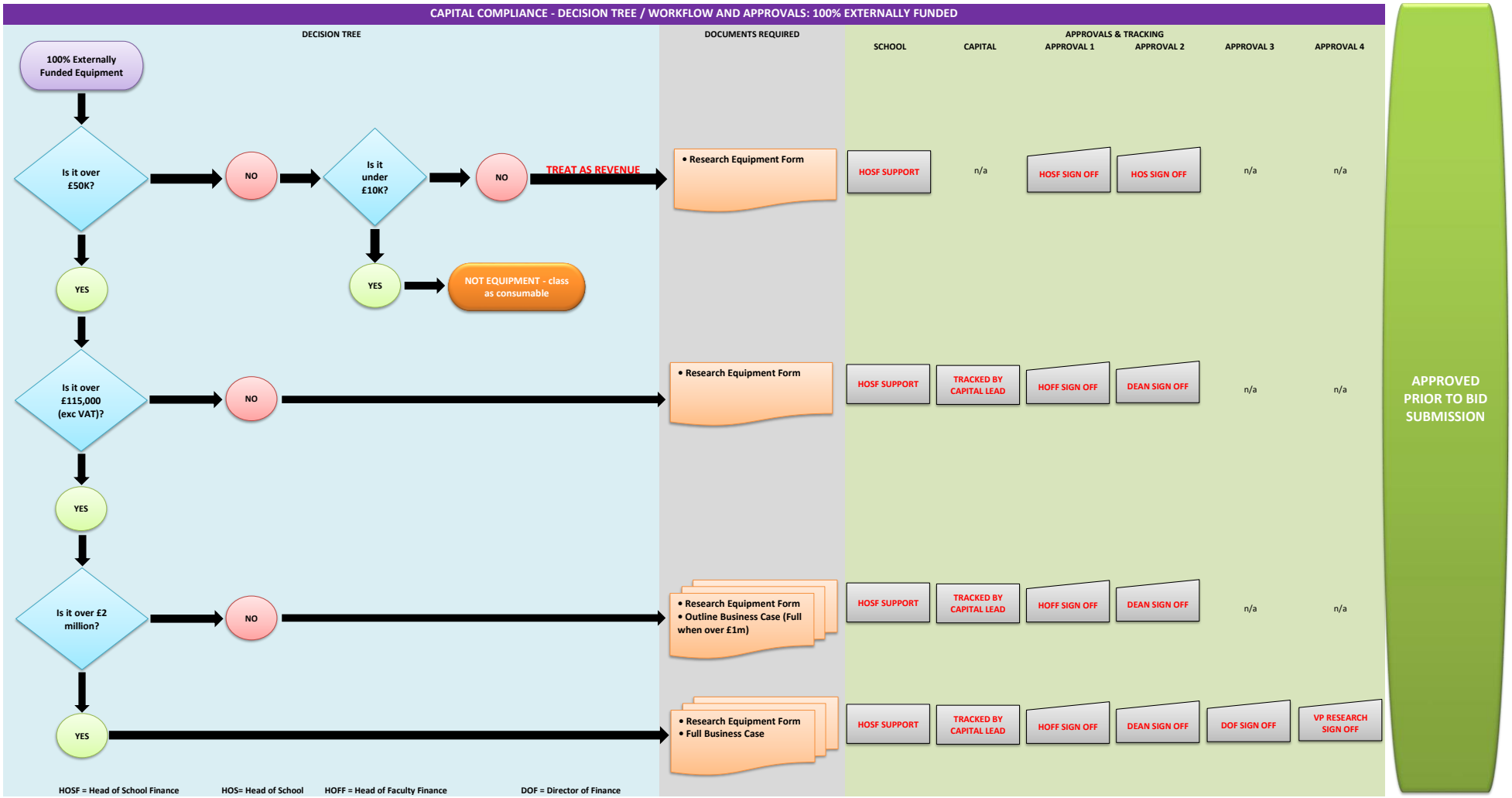
CAPITAL COMPLIANCE - DECISION TREE / WORKFLOW AND APPROVALS: 100% EXTERNALLY FUNDED
DECISION TREE
DOCUMENTS REQUIRED
APPROVALS & TRACKING
SCHOOL
CAPITAL
APPROVAL 1
APPROVAL 2
APPROVAL 3
APPROVAL 4
100% Externally Funded Equipment
Is it over £50K?
NO
Is it under £10K?
NO
TREAT AS REVENUE
• Research Equipment Form
HOSF SUPPORT
n/a
HOSF SIGN OFF
HOS SIGN OFF
n/a
n/a
YES
YES
NOT EQUIPMENT - class as consumable
Is it over £115,000 (exc VAT)?
NO
• Research Equipment Form
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
n/a
n/a
YES
Is it over £2 million?
NO
• Research Equipment Form
• Outline Business Case (Full when over £1m)
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
n/a
n/a
YES
• Research Equipment Form
• Full Business Case
HOSF SUPPORT
TRACKED BY CAPITAL LEAD
HOFF SIGN OFF
DEAN SIGN OFF
DOF SIGN OFF
VP RESEARCH SIGN OFF
APPROVED PRIOR TO BID SUBMISSION
HOSF = Head of School Finance
HOS= Head of School
HOFF = Head of Faculty Finance
DOF = Director of Finance