CAPITAL COMPLIANCE - DECISION TREE / WORKFLOW AND APPROVALS: 100% UoM FUNDED

DECISION TREE	DOCUMENTS REQUIRED	SCHOOL	CAPITAL	APPROVAL 1	APPROVALS & TRACKING APPROVAL 2	APPROVAL 3	APPROVAL 4	APPROVAL 5

100% UoM Funded Equipment

Is it budgeted? → NO → **Contact Head of Faculty Finance BEFORE proceeding**

YES

Is it over £50K? → NO → **NOT CAPITAL - contact school finance team**

YES

Is it over £250,000? → NO →

Documents	SCHOOL	CAPITAL	APPROVAL 1	APPROVAL 2	APPROVAL 3	APPROVAL 4	APPROVAL 5
• Capital Equipment Form • Outline Business Case	HOSF SUPPORT	TRACKED BY CAPITAL LEAD	HOFF SIGN OFF	DEAN SIGN OFF	DOF SIGN OFF	n/a	n/a

YES

Is it over £10 million? → NO →

Documents	SCHOOL	CAPITAL	APPROVAL 1	APPROVAL 2	APPROVAL 3	APPROVAL 4	APPROVAL 5
• Capital Equipment Form • Outline Business Case (Full when over £1m)	HOSF SUPPORT	TRACKED BY CAPITAL LEAD	HOFF SIGN OFF	DEAN SIGN OFF	DOF SIGN OFF	CAPITAL PLANNING SUB COMMITTEE	n/a

YES →

Documents	SCHOOL	CAPITAL	APPROVAL 1	APPROVAL 2	APPROVAL 3	APPROVAL 4	APPROVAL 5
• Capital Equipment Form • Full Business Case	HOSF SUPPORT	TRACKED BY CAPITAL LEAD	HOFF SIGN OFF	DEAN SIGN OFF	DOF SIGN OFF	CAPITAL PLANNING SUB COMMITTEE	FINANCE COMMITTEE

APPROVED TO PROCEED TO PROCUREMENT

HOSF = Head of School Finance   HOS= Head of School   HOFF = Head of Faculty Finance   DOF = Director of Finance