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**Spending on R codes for research**

It has been agreed that the following purchases and expense claims requested on R codes for research no longer need individual approval from the University's Senior Leadership Team:

**IT purchases on R codes for research**

IT purchases requested on 'R' codes, which total up to the value of £5,000 (including VAT), no longer need individual approval from the University's Senior Leadership Team.

This approval letter should be used as evidence of approval to spend up to £5,000 (including VAT) per request.

Please attach this 'letter of proof' when requesting equipment via the "Purchasing IT equipment V2" form on the IT Support portal and other IT Services procurement routes.

Note that this only applies to requests on 'R' codes. Purchases on other codes are not applicable, and need to go through the standard process.

**RBS purchases on R codes for research**

It has been agreed that RBS Purchasing Card requests on 'R' codes, no longer needs individual approval from the University's Senior Leadership Team.

Cardholders however are still required to obtain approval from Finance Operation Managers before card use. The turnaround of these approvals is usually within one working day.

This approval letter should be used as evidence of per request. Please attach this 'letter of proof' along with a completed RBS request form.

**Staff Expense Claims on R codes for research**

It has been agreed that Staff Expense claims on 'R' codes, no longer needs individual approval from the University's Senior Leadership Team.

This approval letter should be used as evidence of per request. Please attach this 'letter of proof' to your online Expense claim.

Regards,



Professor Colette Fagan  
Vice-President for Research



Angus Hearmon  
Director of IT Services  
IT Services



Mark Gilmore  
Finance Operations Manager  
Directorate of Finance