Financial limits for signatories on Zero rated Certificates

Zero Rated Certificates are required to accompany all orders raised to a charitable fund for equipment being used in medical research (Notice 701/6)

Section A: Authorising Zero Rated VAT Certificates

| When purchasing equipment between the values of: |
|--|
| □ £0 and £1,000 : Certificate requires authorisation from Requisitioner □ £1,001 and £19,999 : Certificate requires authorisation by your School Finance Manager □ £20,000 and above: Certificate requires authorisation by your School Finance Manager and the Head of Accounting Services |
| Approval task is routed to the appropriate person automatically by the Agresso finance system |
| Section B : Procedures for processing Zero Rated VAT Certificates When purchasing equipment between the values of: |
| □ £0 and £1,000 o requisition to be raised selecting tax code 'PM' - Agresso will automatically send to the supplier the certificate incorporated within the Purchase Order |
| □ £1,001 and £19,999 o requisition to be raise hU if purchase >£5000 complete and attach form VAT exempt/zero rated items form - items over £5,000 [DOC 20.50KB] to the requisition in the Agresso system. This will generate a workflow task requesting approval from your School Finance Manager. Agresso will automatically send to the supplier the certificate incorporated within the Purchase Order |
| o hU VAT exempt/zero rated items form - items over £5,000 [DOC 20.50KB] to the requisition in the Agresso system. This will generate a workflow task requesting approval from your School Finance Manager and the Head of Accounting Services. Agresso will automatically send to the supplier the certificate incorporated within the Purchase Order |