

The below table details the internal approval levels and limits applicable for the procurement of goods and services through the Trust's procurement order processing system (Oracle).

Approval Level	Approval Level - Posts	Approval Limit
1	Chief Executive/Deputy Chief Executive/Chief Finance Officer	£1,000,000
2	Director of Operational Finance	£300,000
3	Executive Director	£250,000
4	Associate Director / Deputy Director	£150,000
5	Head of Department or Service	£20,000
6	Deputy Head of Department/Head of Service	£10,000
7	Senior Department/Service Manager	£5,000
8	Department/Service Manager	£2,500
9	Department/Service Approver	£1,000
10	Requestor Only	N/A

The procurement process for goods, services or works depends upon whether expenditure is incurred from capital or revenue budgets, and refers to expenditure not already covered by existing NHS national or local contracts.

The limits below refer to whole life cost of the contract (i.e. an annual contract value of £70,000 over 3years requires OJEU tender in respect of revenue) to incur non-pay expenditure (ex VAT):

#### Revenue expenditure

- |   |                          |
|---|--------------------------|
| 1. Below £10,000                                | Purchase order           |
| 2. £10,001 to £49,999                           | Official quotations      |
| 3. £50,000 to EU threshold for goods/services   | Official tender exercise |
| 4. Over current EU threshold for goods/services | OJEU tender exercise     |

#### Capital

- |   |                          |
|---|--------------------------|
| 1. Below £10,000                                | Purchase order           |
| 2. £10,001 to £49,999                           | Official quotations      |
| 3. £50,000 to EU threshold for goods/services   | Official tender exercise |
| 4. Over current EU threshold for goods/services | OJEU tender exercise     |