

**Schedule of financial and contractual authorisation levels:**

Approved by Council: 28 July 2020

	Governance		UMC	UMC Members		Academic function					Support function			Specialised support			Other Requirements / Determinants							
	Council	Tender Committee	UMC Decision	VC	Executive Director: F&F	Relevant UMC Member	Executive Dean	Deputy Dean	Senior Director Business School	School / RE Director	Deputy School Director	SG Leaders, Acad Mgr	Chief Directors	Support Directors	Senior Accountant	Dept Manager / Head		Admin. Assistant	Director: Purch & Paym	Director: BED	Director: UCE	Directors: Finance	Chief Director: TTIS	
<b>1 Governance Approval</b>																								<b>Note:</b> All amounts include VAT, are per transaction and project value is determined for its entire duration; including options to extend. The provisions of all other NWU policies apply. All authorisations pertain only to the relevant council committee, management structure or line manager, except if stated otherwise.
Annual budget including student fees	x																							Via appropriate sub committee of Council
Infrastructure Delivery Plan	x																							Via appropriate sub committee of Council. Built environment plans include fixed IT infrastructure where required
Framework Agreements	x																							
<b>2 Financial Expenditure</b>																								
<b>2.1 Authorisation levels for the acquisition of assets, operational expenses, payment of sponsorships and grants (excluding donations), external leases or other expenses</b>																								
up to R5 000																								Telephonic quotations
up to R250 000																								Three written quotations
up to R750 000																								Request Three Closed Tenders
up to R1 500 000																								Request Open Tenders
up to R3 000 000																								Request Open Tenders
up to R5 000 000																								Request Open Tenders
up to R10 000 000																								Request Open Tenders
up to R15 000 000																								Request Open Tenders. To be recommended by Tender Evaluation Committee
up to R50 000 000																								Request Open Tenders. To be recommended by Tender Evaluation Committee
more than R50 000 000	x																							Request Open Tenders. To be recommended by Tender Committee and Finance Committee
<b>2.2 Payment of statutory expenses</b>																								
Unlimited																								Regardless of the amount.
<b>2.3 Acquisition of Professional Services other than for Infrastructure and Maintenance delivery</b>																								
up to R5 000																								
up to R250 000																								
up to R750 000																								
up to R1 500 000																								
up to R3 000 000																								
up to R5 000 000																								
up to R10 000 000																								
up to R15 000 000																								
up to R50 000 000																								
more than R50 000 000	x																							
<b>2.4 Donations given to external parties and any transaction (income or expense) contravening any policy</b>																								
up to R5 000																								
up to R50 000																								
up to R500 000																								
more than R500 000	x																							
<b>2.5 Signing of Approved Procurement Tender or other Expense Contracts</b>																								
up to R250 000																								
up to R750 000																								
up to R1 500 000																								
up to R3 000 000																								
up to R5 000 000																								
more than R5 000 000																								
Cellular phone contracts																								
Indemnities to outside parties																								In consultation with the Legal Department
Monetary Service Level Agreements with external parties																								In consultation with the Legal Department
Non-monetary Service Level Agreements with external parties																								In consultation with the Legal Department
Non-Disclosure Agreements (such as designs, artefacts, technology)																								In consultation with the Legal Department
Emergency Maintenance in the Facilities & BED Environment up to R500 000																								Above R500 000 revert to 2.1
<b>2.6 Journals, Internal Requisitions &amp; Internal Fund Transfers</b>																								
up to R5 000																								
up to R500 000																								
up to R1 000 000																								
up to R3 000 000																								
up to R5 000 000																								
up to R10 000 000																								
more than R10 000 000																								
Financial Department Journals, Adjustments & Fund transfers																								ExDir F&F may approve for all line functions Only for use by Centralised Finance Department.

Schedule of financial and contractual authorisation levels:		Governance		UMC	UMC Members		Academic function				Support function			Specialised support			Other Requirements / Determinants								
		Council	Tender Committee	UMC Decision	VC	Executive Director: F&F	Relevant UMC Member	Executive Dean	Deputy Dean	Senior Director Business School	School / RE Director	Deputy School Director	SG Leaders, Acad Mngr	Chief Directors	Support Directors	Senior Accountant	Dept Manager / Head	Admin. Assistant	Director: Purch & Pym	Director: BED	Director: UCE	Directors: Finance	Chief Director: TTIS		
<b>Approved by Council: 28 July 2020</b>																								<b>Note:</b> All amounts include VAT, are per transaction and project value is determined for its entire duration; including options to extend. The provisions of all other NWU policies apply. All authorisations pertain only to the relevant council committee, management structure or line manager, except if stated otherwise.	
<b>2.7 Assets Disposals or Write-Offs.</b>																									
	up to R1 500 000																								<b>Approved processes to be followed a prerequisite.</b> Reason for disposal or write-off must be stated and central Asset Department must approve. Executive Director: F&F may approve for all line functions.
	up to R5 000 000					x																			
	up to R10 000 000					x																			
	more than R10 000 000			x																					
	Fixed Property (Land & Buildings)	x																							Recommended by the appropriate sub committee of Council and approved by DHET
<b>2.8 General Financial</b>																									
	Issue Credit Card																								
	Open a Bank account					x																			Requested and Motivated by relevant line manager
	Approval of debit order expenses on NWU bank accounts																								Limited to the designated signatories listed with the relevant bank
	Change in Prime Bankers	x																							Motivated by Executive Director: Finance and Facilities
	Investment Limits	x																							As determined by Investment Committee and Finance Committee
	Forward Cover up to R1 000 000																								In co-operation with relevant line manager
	Forward Cover more than R1 000 000					x																			
	Letter of Credit																								Requested and Motivated by relevant line manager
	Annual Insurance Review and Adjustments					x																			Motivated by Director: Purchases & Payments
	Enter into a bank loan or overdraft agreement	x																							In terms of Dept of Higher Education requirements and via Finance Committee
	Credit Notes issuing on Debtors Accounts																								In their relevant line responsibilities
<b>3 Financial Income</b>																									
<b>Authorisation to approve the submission of income related tenders to external parties, signing of third stream income agreements (including commercialisation agreements) and acceptance of donations from external parties</b>																									
	up to R250 000																								<b>Before submission, the Tender Document must be evaluated and signed off by:</b> <b>- Director Finance responsible for the relevant line function.</b> <b>Legal Department</b> <b>- The Registrar's Committee for Teaching-Learning Agreements (RCTL)</b> This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU. NWU policy regulating donations apply.
	up to R750 000									x															
	up to R1 500 000									x															
	up to R3 000 000									x															
	up to R5 000 000									x															
	up to R10 000 000					x																			
	more than R10 000 000					x																			
<b>4 Rental/lease agreements</b>																									
<b>Authorisation to approve and sign both income and expense rental/lease agreements for facilities and any other rental/lease agreements</b>																									
	up to R250 000																								<b>Before finalisation all rental agreements for any facilities must be signed off by:</b> <b>- Chief Director Facilities</b> <b>Department</b> All other rental agreements must be signed off by the legal department before finalisation.
	up to R750 000																								
	up to R1 500 000																								
	up to R3 000 000																								
	up to R5 000 000																								
	up to R10 000 000					x																			
	more than R10 000 000					x																			
<b>5 Intellectual Property and Intellectual Property Investments</b>																									
<b>Contracts with a financial value subjected to section 2 above</b>																									
	Trademark, Industrial Designs & Plant Breeders Rights protection																								
	Patent Convention Treaty Application (RSA)																								
	Foreign / Regional /National phase filings																								Inventors and relevant line managers and Directors Finance, Technology Transfer & Innovation Support Office, Legal Office are consulted. Any disputes are referred to the IPR committee, to be handled in terms of the stipulations of the Guidelines for the Management of IPR. IPR act compliance and NIPMO and Reserve Bank stipulations to be complied with.
	Material Transfer Agreements																								
	Confidentiality Agreements wrt Material Transfer Agreements																								
	Other Confidentiality Agreements / Non-disclosure agreements																								
	Technology transfer: Benefit sharing payments																								
	Licensing agreements																								
	Assign / Donate / Lapsing / Discontinuation of Patent						x																		
	Contracts relating to Intellectual Property and Intellectual Property Commercialisation and other Commercialisation, including creation of new legal entities, investments in subsidiaries and joint ventures, subscription and transfer of shares, shareholding																								
	Trusts and other Companies - Appointment of trustees / directors / members or beneficiaries as well as governance																								
	Intellectual Property Transfer to 3rd parties																								Within IPR Act and NIPMO rules
<b>6 Academic</b>																									
<b>Contracts with a financial value subjected to section 2 above</b>																									
	Short Learning Programmes / Continued Prof Training																								Approved through the ICAS process.

**Schedule of financial and contractual authorisation levels:**

Approved by Council: 28 July 2020

	Governance		UMC	UMC Members		Academic function					Support function			Specialised support				Other Requirements / Determinants							
	Council	Tender Committee	UMC Decision	VC	Executive Director: F&F	Relevant UMC Member	Executive Dean	Deputy Dean	Senior Director Business School	School / RE Director	Deputy School Director	SG Leaders, Acad Mngr	Chief Directors	Support Directors	Senior Accountant	Dept Manager / Head	Admin. Assistant		Director: Purch & Paym	Director: BED	Director: UCE	Directors: Finance	Chief Director: TTIS		
Research contracts with business or public entities on national level, including contracts wrt THRIP, Thutuka, Centre of Excellence, Metabolonomic Platform, etc								x															x	Dir Research Support Office co-signs where necessary in terms of the funder's requirements	
Double degree contracts between NWU, foreign universities, student								x																	
International Contracts relating to Academic co-operation (Teaching/Learning, Research, Innovation, Practical Training, Memoranda of Understanding)						x																			EU Contracts require institution's appointed Legal Entity Authorised Representative (LEAR) to sign off: Dir: Research Support
Acceptance of externally funded Research Platforms (e.g. Competency Centres, Centres of Excellence)						x																			
NRF contracts wrt Chairs (SA Research Chairs initiative)						x																			
Research contracts with business entities on international level						x																			
<b>7 Other commercialisation contracts - income related</b>																									
up to R750 000																			x						
more than R750 000						x																			

**Note:**  
 All amounts include VAT, are per transaction and project value is determined for its entire duration; including options to extend.  
 The provisions of all other NWU policies apply.  
 All authorisations pertain only to the relevant council committee, management structure or line manager, except if stated otherwise.