

Schedule of financial and contractual authorisation levels: Approved by Council:		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 Mgrgr	Chief Directors	Support Directors	Senior Accountant	Dept Manager / Head		Admin. Assistant	Director: Purch & Paym	Director: BED	Director: UCE	Directors: Finance	Chief Director: TTIS
1	<b>Governance Approval</b>																							
	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																						
2	<b>Financial Expenditure</b>																							
2.1	<b>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 Three Closed 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
	up to R50 000 000																							Request Open Tenders
	more than R50 000 000	x																						Request Open Tenders. To be recommended by Tender Committee and Finance Committee
2.2	<b>Payment of statutory expenses</b>																							
	Unlimited																							Regardless of the amount.
2.3	<b>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																						
2.4	<b>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																						
2.5	<b>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

**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.

To read together with 2.1 - authorisation is one level higher than in 2.1. Contract management policy/guidelines apply.  
Need to specify the individual requirements/deliverables

2.6	<b>Journals, Internal Requisitions &amp; Internal Fund Transfers</b>											This relates to operational Journals between various Accounts an Object Codes that are done for transfer of funds, distribution of expenses or correction of allocations, etc. Department receiving Debit has to accept to activate approval.  ExDir F&F may approve for all line functions Only for use by Centralised Finance Department.			
	up to R5 000												x		
	up to R500 000							x	x		x		x		
	up to R1 000 000								x		x		x		
	up to R3 000 000					x	x			x					
	up to R5 000 000					x				x					
	up to R10 000 000					x									
	more than R10 000 000					x									
Financial Department Journals, Adjustments & Fund transfers											x	x	x		
2.7	<b>Assets Disposals or Write-Offs.</b>											Approved processes to be followed a prerequisite. 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.  Recommended by the appropriate sub committee of Council and approved by DHET			
	up to R1 500 000												x		
	up to R5 000 000					x									
	up to R10 000 000					x									
	more than R10 000 000					x									
Fixed Property (Land & Buildings)											x				
2.8	<b>General Financial</b>											Requested and Motivated by relevant line manager Limited to the designated signatories listed with the relevant bank Motivated by Executive Director: Finance and Facilities As determined by Investment Committee and Finance Committee In co-operation with relevant line manager Requested and Motivated by relevant line manager Motivated by Director: Purchases & Payments In terms of Dept of Higher Education requirements and via Finance Committee In their relevant line responsibilities/ or their delegate			
	Issue Credit Card												x		
	Open a Bank account												x		
	Approval of debit order expenses on NWU bank accounts														x
	Change in Prime Bankers												x		
	Investment Limits												x		
	Forward Cover up to R1 000 000														x
	Forward Cover more than R1 000 000														
	Letter of Credit														x
	Annual Insurance Review and Adjustments														
	Enter into a bank loan or overdraft agreement												x		
	Credit Notes issuing on Debtors Accounts														x
	3	<b>Financial Income</b>											Before submission, the Tender Document must be evaluated and signed off by: - Delegated Financial Planning representative Director Finance responsible for the relevant line function. - Legal Department - The Registrar's Committee for Teaching-Learning Agreements (RCTL) (in the case of teaching and learning activities) This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU and the Legal Office has signed off on the contract. NWU policy regulating donations apply.		
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															
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															
more than R10 000 000															
4		<b>Rental/lease agreements</b>												Before finalisation all rental agreements for any facilities must be signed off by: - Chief Director Facilities & Legal office after the procurement / income tender process was followed  All other rental agreements must be signed off by the legal department before finalisation.	
	Authorisation to approve and sign both income and expense rental/lease agreements for facilities and any other rental/lease agreements														
	up to R250 000														
	up to R750 000														
	up to R1 500 000														
	up to R3 000 000														
	up to R5 000 000														
5	<b>Intellectual Property and Intellectual Property Investments</b>											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.			
	Contracts with a financial value subjected to section 2 above														
	Trademark, Industrial Designs & Plant Breeders Rights protection												x		
	Patent Convention Treaty Application (RSA)												x		
	Foreign / Regional / National phase filings												x		
	Material Transfer Agreements												x		
	Confidentiality Agreements wrt Material Transfer Agreements												x		
	Other Confidentiality Agreements / Non-disclosure agreements														x
	Technology transfer: Benefit sharing payments														x
	Licensing agreements														x
	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			x																														
Trusts and other Companies - Appointment of trustees / directors / members or beneficiaries as well as governance			x																														
Intellectual Property Transfer to 3rd parties			x																													Within IPR Act and NIPMO rules	

6	<b>Academic</b>														
	<b>Contracts with a financial value subjected to section 2 above</b>														
	Short Learning Programmes / Continued Prof Training													x	Approved through the ICAS process.
	Research contracts with business or public entities on national level, including contracts wrt THRIP, Thutuka, Centre of Excellence, Metabolonomic Platform, etc													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	
7	<b>Other commercialisation contracts - income related</b>														
	up to R750 000													x	
	more than R750 000													x	