Sched	lule of financial and contractual authorisation levels:	Governand	e UMC		MC	Acade	mic fund	ction		Support	functi	on	Spec	cialise	ed supp	ort	Other Requirements / Determinants
	ved by Council: 19 November 2025			Men	nbers												
	,	omnittee	sion		JMC Member	.Dean ean	rector Business School	tE Director chool Director	ers, Acad Mngr Directors	ctors	countant	ager/Head	ssistant Purch & Paym	BED	JCE	ctor: TTIS	Note: (Fin Guidelines should always be consulted) 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.
		ouncil inder Co	MC Deci		elevant	ecutive	enior Di	shool / F	3 Leade	ief Dire	anior Ac	ept Man	rector:	rector:	rector:	ief Dire	
1	Governance Approval	S E	5	<u>> 1</u>	5 &	ق ق	ÿ	ഗ് ്	χ lû	Ö Ø	i lö	ا قا	Ö	ö	ää	5	
	Annual budget including student fees	x							_	П	$\overline{}$	т				Т.	Via appropriate sub committee of Council
	Infrastructure Delivery Plan	Y		\blacksquare	+	-		\dashv	_	\vdash	+	\vdash		H	-	+	Via appropriate sub committee of Council. Built environment plans include fixed IT infrastructure where required
2	Financial Expenditure																The appropriate day committee of council, built of months plane monded into a fill mind to day of months and a
	·		/aaldi		· (:)			. (:									
2,1	Authorisation levels for the acquisition of assets, operational expenses, payment of spon- up to R5 000	sorsnips and grants	(exclual	ng dona	itions) d	or otner e	xpenses	s (includi	ng tram	ework a	agreen		х			_	Telephonic quotations
	up to R250 000			+	+	$\overline{}$	\rightarrow		v	\vdash	٠,	х	^	H	-	+	Three written quotations
	up to R750 000			+	+	$\overline{}$	\rightarrow	x A	^	Η,	, ^	 ^ 	+	H	Y	+	Three written quotations (was closed tenders)
	up to R1 500 000			+	+		х	^	_	v '	^	+	Y	v	^ x	, v	Request Three Closed Tenders
	up to R3 000 000			+	+	v ^	^	+	Y	Ĥ	+	+	Ĥ	Ĥ	Ť	÷	Request Three Closed Tenders Request Three Closed Tenders (was open tenders)
	up to R5 000 000			+	v	<u> </u>		-	Ŷ	H	+	\vdash		H	_	+	Request Open Tenders
	up to R15 000 000			+	x ^	-	-	+	_	++	+	+	+	H	-	+	Request Open Tenders
	up to R20 000 000			х	_	-		-	_	H	+	\vdash		H	_	+	Request Open Tenders
	up to R50 000 000		Y	Ĥ	+	-	-	+	_	++	+	+	+	H	-	+	Request Open Tenders
	more than R50 000 000	х	^	\blacksquare	+	-		\dashv	_	\vdash	+	\vdash		H	-	+	Request Open Tenders. To be recommended by Tender Committee
2,2	Payment of statutory expenses														_		request open reliable. To be recommended by reliable committee
-,-	Unlimited				х						Т	П		П		Т	Regardless of the amount.
2,3	Acquisition of Professional Services other than for Infrastructure and Maintenance deliver	ry							_								· ·
	up to R5 000							х	X		х	Х					
	up to R250 000							х		,	х	П			х		
	up to R750 000					х	Х			х		П	Х	х	х	x x	
	up to R1 500 000					х			Х			П					To read together with 2.1 - authorisation is one level higher than in 2.1. Contract management policy/guidelines apply.
	up to R3 000 000				Х												Need to specify the individual requirements/deliverables
	up to R10 000 000				Х												Once the appropriate structure approved a transaction, the CFO signs the agreement/document
	up to R15 000 000			Х													once the appropriate shucture approved a transaction, the GFO signs the agreement document
	up to R20 000 000		X														
	up to R50 000 000		х														
	more than R50 000 000	х															
2,4	Donations given to external parties and any transaction (income or expense) contravening	g any policy															
	up to R5 000				хх												Details must accompany the payment request explaining the reasons for the donation, and the possible benefit thereof for the NWU.
	up to R50 000			Х													Grants, Sponsorships, Community Engagement activities and the distribution of fundraising initiatives are excluded. (Refer to the Gene
	up to R500 000		X							Ш		ш		ш			Financial Guidelines for detail on Community Engagement activities).
	more than R500 000	х															
2,5	Signing of Approved Procurement Tender or other Expense Contracts																
	up to R250 000							х	X	Ш	Х	х		ш			
	up to R750 000			Ш	\perp			х		: ا	х	ш			X		
	up to R1 500 000					X	Х	ш		х	4	Ш	Х	х	Х	K X	Rental agreements for any facilities should be signed as per point 4 below
	up to R3 000 000			щ		Х		\blacksquare	Х		4	ш		ш	4	4	,,,,
	up to R5 000 000				Х			\blacksquare			4			ш	4	4	4
	more than R5 000 000			ш	х			\blacksquare		\vdash	4	ш		ш		4	
	Cellular phone contracts							\blacksquare			4		Х	ш	4	4	
	Indemnities to outside parties				х х			\blacksquare		\vdash	4	\vdash		Н	_	_	In consultation with the General Counsel
	Monetary Service Level Agreements with external parties						Х	Х			х	ш	Х	χ	х х	(In consultation with the General Counsel
	Non-monetary Service Level Agreements with external parties							\blacksquare		,	х	ш		Н		-	In consultation with the General Counsel
i	Emergency Maintenance in the Facilities & BED Environment up to R500 000											Х					Above R500 000 revert to 2.1 (consultation with Director Purchases & Payments or delegate beforehand)

2,6	Journals, Internal Requisitions & Internal Fund Transfers																			
	up to R5 000			_	_	_				_		_	$\overline{}$	_	Τv		$\overline{}$	_		This relates to appraising laurage between unique Assaurts on Object Codes that are done for transfer of funds, distribution of
	up to R500 000	-		-	+	+	-	+	-		v	+	+	v v	+^	Н	-	+	+	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.
	up to R1 000 000	-		-	+	+	-	-	-	, X	X	+	+	X X	₩	х	_	x x		Department receiving Debit has to accept to activate approval.
	·	-		-	+	+	-	-	_	X	+	+	++	-	₩	Α.	*	X X		Department receiving Debit has to accept to activate approval.
	up to R3 000 000	-			+	+	-	X	X	_	+	_	х	-	+-	Н	-	-	X	
	up to R5 000 000	_		_	+	+	Х	-	_	_	$\boldsymbol{\vdash}$	х	+	_	+	Н	-	+	+	_
	up to R10 000 000				_	Х				_	ш	Х	ш		4	ш			4	
	more than R10 000 000				Х					_	ш		ш		4	ш			4	ExDir F&F may approve for all line functions
	Financial Department Journals, Adjustments & Fund transfers															X	X	Х	K	Only for use by Centralised Finance Department.
2,7	Assets Disposals or Write-Offs.																			
	up to R1 500 000																	Х	(Approved processes to be followed a prerequisite. Reason for disposal or write-off must be stated and central Asset Department must
	up to R5 000 000				Х	(П									approve. CFO may approve for all line functions.
	up to R10 000 000				х								\Box							
	more than R10 000 000		х	х	\top	+	_	-	_	o	\boldsymbol{T}	┰	†	_	${}^{+}$	H	_	_	1	
	Fixed Property (Land & Buildings)	v			+	+	_	\vdash	-	+	$\boldsymbol{\vdash}$	+	+	+	+	H	-	+	+	Recommended by the appropriate sub committee of Council and approved by DHET
2,8	General Financial	_ ^		_	_	_			_					_		ш	_			recommended by the appropriate sub-committee of Oddnich and approved by DriE1
2,0	Issue Credit Card				_	_				_		_			1	v		_	_	
		_			+.	+	-	-	-	+	+	+	+	-	+-	X	-	+	+	Departed and Matington has released to a second
	Open a Bank account	-			×	_	-	-	_	_	Н	_	+	-	+-	Н	-	-	4-	Requested and Motivated by relevant line manager
	Approval of debit order expenses on NWU bank accounts				-			\dashv	-		H	+	$oldsymbol{+}$	+		Х	4	X	`	Limited to the designated signatories listed with the relevant bank
	Change in Prime Bankers	X			4	-		H				4	$oldsymbol{+}$		H	Н	4	+	4	Motivated by CFO
	Investment Limits	X			4	-		H				4	$oldsymbol{+}$		H	Н	4	+	4	As determined by Investment Committee and Finance Committee
	Forward Cover up to R1 000 000				4			щ					ш	4		Х	4	_	4	In co-operation with relevant line manager
	Forward Cover more than R1 000 000				Х			щ					ш	4		ш	4	_	4	
	Letter of Credit				4	1					ш					Х			4	Requested and Motivated by relevant line manager
	Annual Insurance Review and Adjustments				х	١				_	ш		ш		4	ш			4	Motivated by Director: Purchases & Payments
	Enter into a bank loan or overdraft agreement	х																		In terms of Dept of Higher Education requirements and via Finance Committee
	Credit Notes issuing on Debtors Accounts																	х	K	In their relevant line responsibilities/ or their delegate
	Handing over student debt																	х	K	Applicable to Director Student Finance
	Writing off student debt																	х	K	Applicable to Director Student Finance
2,9	Approval of deviations i.t.o. annexure 2, point 3.15 (d) of financial policy																			
	up to R10 000 000															X				This is approval of the deviation and not approval of the transaction which will follow the normal approval route
	up to R15 000 000				Х	(X										X				
	more than R15 000 000				x x	(X										X				
3	Financial Income																			
	Authorisation to approve the submission of income related tenders to external parties, signing of the	nird strea	m incom	ne ag	reeme	ents (includ	lina co	mmerc	ialisat	ion agi	reemen	ts) and	accen	ance	of do	nation	ns and	d burs	saries from external narties
	up to R250 000			ug		, 0		inig oc			x		_	x x	1	U. U.U.		1	T	Before submission, the Tender Document must be evaluated and signed off by:
	up to R750 000	_			+	+	_	\vdash	$\overline{}$	v ^	Ĥ	+	v	<u>^ ^</u>	+	H	-	Y	+	- Delegated Financial Planning representative
							_													
								Y	Y		\boldsymbol{T}	v	\boldsymbol{T}		1	v	v		/ Y	The Registrar's Committee for Teaching Learning Agreements (RCTL) (in the case of teaching and learning activities)
	up to R1 500 000				-	Ŧ	Y	х	Х	Ŧ		X Y	Ħ	Ŧ	F	х	X	×	K X	The regional of committee is reasoning assuming a ground (record) (in the case of touching and issuming assuming
	up to R1 500 000 up to R3 000 000				Ŧ	·	Х	х	х	Ŧ		X X	H		E	х	х	Х	x x	This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU. NWU policy
	up to R1 500 000 up to R3 000 000 up to R5 000 000					X	х	х	Х	ŧ		x x			E	х	х	х	K X	
	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R15 000 000				x	X	х	X	x	Ŧ		X X				x	x	х	X	This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU. NWU policy
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R15 000 000 more than R15 000 000				X	X	Х	X	X			X X				X	X	X	X	This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU. NWU policy
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements				x	X	х	X	X			x				х	X	X	x x	This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU. NWU policy
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 up to R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a	and any c	other rent	ntal/lea	x x	x	x	X	X			x				x	X	X	x x	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.
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements	and any o	other rent	ntal/lea	x x ase aç	x	x	X	X	X	x	X X		x x		x	x	X	X X	This authorisation also applies to the subsequent signing of the contract after the tender has been awarded to the NWU. NWU policy
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R15 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000	and any o	other rent	ntal/lea	x x ase aç	x	x	X	X	x	x	X X	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R1 500 000	and any o	other rent	ntal/lea	x x ase aç	green	x	x	X	x	X	X	x	x x		x	_	x	x x	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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R15 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000	and any o	other rent	ntal/lea	x x ase aç	green	x	x	x	x	X	x x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R1 500 000	and any o	other rent	ntal/lea	x x ase aç	green	x nents	x	x	x	X	x x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R15 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R15 00 000 up to R3 500 000 up to R3 500 000	and any o	other rent	ntal/lea	x x ase aç	green	x nents	x	x	X	X	x x x x x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
4	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 up to R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R1 500 000 up to R3 000 000 up to R3 000 000 up to R5 000 000 up to R5 000 000	and any o	other rent	ntal/lea	x x ase aç	x	x	x	x	x	X	x x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
4 5	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R3 000 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 up to R5 000 000 up to R10 000 000 more than R10 000 000	and any c	other rent	ntal/le	ase ac	x	nents	x	x	x	x	x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R3 000 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 up to R5 000 000 Intellectual Property and Intellectual Property Investments	and any c	other rent	ntal/le	x x x asse aç	x x c	ments	x	x	x	x	x x x x x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
	up to R1 500 000 up to R3 000 000 up to R3 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R3 000 000 up to R3 000 000 up to R3 000 000 up to R1 000 000 up to R1 000 000 up to R10 000 000 up to R10 000 000 Intellectual Property and Intellectual Property Investments Contracts with a financial value subjected to section 2 above	and any c	other rent	ntal/le	ase ag	x x x	x ments x	x	x	X	x	x x x x x	x	x x			_	x		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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU.
	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R3 000 000 up to R3 000 000 up to R3 000 000 up to R1 600 000 up to R1 000 000 Intellectual Property and Intellectual Property Investments Contracts with a financial value subjected to section 2 above Trademark, Industrial Designs & Plant Breeders Rights protection	and any c	other rent	ntal/le:	x x x ase açe	x x x	x x x	x	x	X	X	x x x x x	x	x x x			_	x	x x	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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU. Inventors and relevant line managers and Directors Finance, Technology Transfer & Innovation Support Office, General Counsel are
	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R1 500 000 up to R3 000 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 Intellectual Property and Intellectual Property Investments Contracts with a financial value subjected to section 2 above Tradelmark, Industrial Designs & Plant Breeders Rights protection Patent Convention Treaty Application (RSA)	and any c	other rent	ntal/le	ase aç	green	nents x	x	X	X	X	x x x x x x x x x x x x x x x x x x x	X	x x			_	XX X	x x	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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU. Inventors and relevant line managers and Directors Finance, Technology Transfer & Innovation Support Office, General Counsel are consulted. Any disputes are referred to the IPR committee, to be handled in terms of the stipulations of the Guidelines for the
	up to R1 500 000 up to R3 000 000 up to R5 000 000 up to R5 000 000 more than R15 000 000 Rental/lease agreements Authorisation to approve and sign both income and expense rental/lease agreements for facilities a up to R250 000 up to R750 000 up to R750 000 up to R3 000 000 up to R3 000 000 up to R3 000 000 up to R1 600 000 up to R1 000 000 Intellectual Property and Intellectual Property Investments Contracts with a financial value subjected to section 2 above Trademark, Industrial Designs & Plant Breeders Rights protection	and any c	other rent	ntal/le	x x asse aç	green	nents x	x	X	x	X	x x x x x x x x x x x x x x x x x x x	x	x x			_	XX X	x x	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. Space Management Department must be consulted before any outside facilities are leased. This is not applicable to commercial properties owned by NWU. Inventors and relevant line managers and Directors Finance, Technology Transfer & Innovation Support Office, General Counsel are
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6	Academic													
	Contracts with a financial value subjected to section 2 above													
	All Teaching and Learning Agreements, including Formal Programmes and Short Learning Courses													Signed off by Senior DVC: Teaching & Learning
	Research contracts with business or public entities on national level					X							Х	x Dir Research Support Office co-signs where necessary in terms of the funder's requirements
	Joint Degrees and Supervision 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)			Х										
	NRF contracts wrt Chairs (SA Research Chairs initiative)			х	П	Т								
	Research contracts with business entities on international level			Х										
7	Other commercialisation contracts - income related													
	up to R750 000											х		
	more than R750 000		Х											
8	Authorisations with legal impact, but no financial impact													
	Applications for Interdicts / Review / Self-Review / Interlocutory Relief / Defamation / Reputational Issues and the like in the name of the NWU		х							Ш				
	Powers of attorney - infrastructure/land			х	П									General Counsel to be consulted
	Appointment letters (where the financial approval is finalised at the correct level)								Х		х	(Ur delegate
9	Authorisations after approval by Council, Council Committees, UMC													
	Approval finalised at correct committee		Х											General Counsel to be consulted