

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' -

- ☐ **£1,001 and £19,999**

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- ☐ **£20,000 and above**

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