**Appendix B**

All order requests/invoice authorisation must be signed by the budget holder. A list of authorised signatories, containing name, position, budget held, and value of budget should be included as an appendix to the schools Finance Policy. The school office should hold a copy that includes a specimen signature for each budget holder.

This document should be updated annually as part of the budget setting process.

**Budget holders for year ………………...**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Delegated Budget Held (indicate if person is the authorised deputy)** | **Budget Value** | **Specimen signature\*** |
| e.g John Smith Tony Brown |  Y5 teacher  Y6 teacher | Science budget - leadScience budget – deputy only in the absence of lead  | £2500£2500 | John SmithTony Brown |
| 1. Person
 | Head Teacher | All Budgets | n/a | A Person |
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Agreed by:

Head teacher…………………………………………………………………. Chair of Governors…………………………………………………………………..

Date: …………………………………………. Date: ………………………………………….