

**Communications following the communication from Martin Williams & Richard Brooks of actions being taken by the University to restrict expenditure to essential items only.**

At its meeting on Wednesday Council recognised the financial position facing the University and endorsed a series of measures to restrict expenditure to that which is essential to meet the current operating requirements of the University, this includes;

- On-line teaching and assessment
- On and off premise grant funded research
- On and off premise activities generating an income to cover all the expenditure incurred
- Health & safety and other regulatory compliance
- Contractual or similar obligations made by the University

The Finance & Procurement Office (F&PO) is making changes, including restricting financial limits and requiring additional justification to support the spending request. Budget holders will need to explain why expenditure is essential prior to approval.

When approving requisitions for expenditure budget holders should ask themselves the questions “what is the business consequence of not incurring this expenditure?” and “what would be the impact on the service being provided in the current situation if this expenditure was not incurred or delayed?” Clearly it might be possible to delay this expenditure given the current level of University activity and budget holders are requested to consider this.

Changes the Finance & Procurement Office (F&PO) are making with immediate effect.

1) Requisition Approval Workflow and Supporting Documentation

Requisitions of £2k and over will now be verified by budget holders and then routed through the Head of Department and F&PO for approval, currently this routing only applies to requisitions over £10k.

In addition, requisitioners will be required to complete either a Bid Evaluation Document (BED form) where the required minimum of 3 quotes have been obtained, or a Single Action Waiver (SAW form) where this is not possible for all requisitions above £2k. Justification for the purchase and its impact on the service being provided must be detailed on the form in each instance.

Further guidance and downloadable copies of the BED and SAW forms can be found here:  
<https://www.bath.ac.uk/professional-services/procurement-information-for-staff/>

All requisitions raised for £2k and over for products and services purchased via an existing contract should also contain details of the justification for the purchase and its impact on the service being delivered for the requisition to proceed through the approval workflow. The details should be captured within the ‘message’ field of the requisition.

2) Procurement cards.

Use of Procurement cards will be restricted, staff within the following teams will retain their ability to make purchases via a University purchase-card in order to maintain essential operations:

- Faculty Finance Teams
- School of Management Finance Team

- AHS Finance Team
- Central Procurement Team

Should you need to make a purchase via a purchase-card please contact a member of the relevant team listed above.

Other measures will be implemented in the coming weeks.

It is important to understand the current situation will cause a significant loss of income to the University. The situation for the next financial year is equally uncertain and the impact on student recruitment unknown. In light of this uncertainty the University Executive Board has adopted a precautionary approach and this has been endorsed by Council. All budget holders are asked to support the University in managing its financial position.

The arrangements are in response to the current situation and are expected to be temporary, the University will regularly review the measures put in place and these may be modified as greater certainty over the University's financial position is established.

Many thanks for your support and co-operation during this challenging time.