

APPROVING AUTHORITY FOR HALLS & RESIDENCES

		Value	Approving Authority
(i)	Annual Hall Operating Budgets	All Amounts	Associate Provost (UG Education) at Heads of Hall Meeting
(ii)	Hall Reserve Fund*	<ul style="list-style-type: none"> • Not exceeding \$20,000 • >\$20,000 to \$500,000 • > \$500,000 to \$1m • >\$1m to \$10m • >\$10m 	<ul style="list-style-type: none"> • Hall Master/ Head of Residences • Dean of Students & VP (CI) • DP(Admin) / Provost • President • ExCo
(iii)	Masters' Fund/ Residential Fund	<ul style="list-style-type: none"> • Not exceeding \$20,000 • >\$20,000 to \$50,000 • More than \$50,000 	<ul style="list-style-type: none"> • Hall Master/ Head of Residences • Dean of Students • Associate Provost (UG Education)

*Notes

1. Approval from the approving authority must be obtained before calling for tender.

2. Process for seeking approval for use of Hall Reserve Fund for Building Works

- Hall Master submits a paper to Dean of Students with the cost estimates and justification
- Dean will clear with OED the cost estimates and OFS provides the funds check
- Once approval is given by Dean of Students and VP(CI), OFS will commit the funds.
- For amounts greater than \$0.5m, higher authority approval will be required as per the Approval Authority Table.