

**13.3.3.2 Table – Acceptance of Tenders and Signing of Contracts**

| Activity   | Up to £100,000   | £100,000 to £500,000  | Greater than £500,000         |
|--|--|---|-------------------------------|
| <b>Acceptance of tenders (prior to contract award)</b> | Assistant Director   | Director  | Director by Material Decision |
| <b>Contract Signature</b>                              | None, if Purchase Order or Procurement Card.<br><br><b>Otherwise:</b><br><br>One Officer named on the “List of Authorised Officers” for the relevant Service area. | <b>Either:</b><br>Sealed as a deed.<br><br><b>Or:</b><br><br>Two officers:<br><br><u>Officer one:</u> any Solicitor or Barrister employed by WBC<br><br><b>and</b><br><br><u>Officer two:</u> one Officer from the “List of Authorised Officers” for the relevant Service area. | Sealed as a deed.             |
|  |  | Sealing is facilitated by Shared Legal Solutions  |                               |

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