

**Subject:** Payment Requests and RFP Approval Thresholds  
**From:** University Financial Governance Office  
**Date:** 15 October 2017  
**To:** All Budget Holders and Academic Units  
**Category:** Finance Policy Reference

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This memo summarizes the current governance for **Requests for Payment (RFPs)** across all university cost centers.

Under the Finance Policy 2016/18, payment requests follow this structure:

- **Approval Requirement:** Only **one supervisor approval** is needed for payments under €1,000.
  - **Exception Handling:** Missing codes or tasks do not block payment but may be reviewed post hoc.
  - **Audit Protocol:** Annual random sampling by the Central Audit Unit is sufficient for compliance assurance.
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This structure is designed to ensure efficiency and minimize process friction for routine expenses.

Any changes will be communicated by the Controller's Office.