

SCHEME OF DELEGATION TO OFFICERS

AUTHORISED SIGNATORIES PROFORMA						
PAGE ONE OF TWO						
<u>EMPLOYEES</u>						
LETTER OF APPOINTMENT						
MILEAGE CLAIMS						
STAFF RETURNS / LEAVERS						
PRE-PLANNED OVERTIME						
SALARY ADVANCES						
SALARY AMENDMENTS						
STARTER FORMS						
TIMESHEETS						
TRAINING EXPENSES FORMS						
<u>PETTY CASH</u>						
VOUCHERS						
RE-IMBURSEMENT						
<u>PROCUREMENT</u>						
CONTRACT CERTIFICATES						
CONTRACT DOCUMENTS						
INVOICE CERTIFICATION						
PRINT & STATIONERY REQUISITIONS						
PURCHASE REQUESTS						
STORES REQUISITIONS						
<u>OTHER</u>						
MEMBERS' ALLOWANCES						
OFFICERS' ALLOWANCES						
PAYMENTS TO COURT						
A = MAY SIGN IN ABSENCE OF SUPERIOR ONLY				* = WITHIN £500 LIMIT		

Authorised Approval Director

Date:

SCHEME OF DELEGATION TO OFFICERS

PAGE TWO OF TWO

DIRECTORATE:

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	