SCHEME OF DELEGATION TO OFFICERS

AUTHORISED SIGNATORIES PROFORMA PAGE ONE OF TWO						
EMPLOYEES	FAGL ONL OI	1 7 7 7	I	1	I	
<u>EMPLOYEES</u>						
LETTER OF ARROWN METALE						
LETTER OF APPOINMTENT						
MU FACE OLAINAC						
MILEAGE CLAIMS						
STAFF RETURNS / LEAVERS						
OTALL REPORTED FERRE						
PRE-PLANNED OVERTIME						
SALARY ADVANCES						
SALARY AMENDMENTS						
STARTER FORMS						
TIMESHEETS						
TRAINING EXPENSES FORMS						
PETTY CASH						
VOUCHERS						
RE-IMBURSEMENT						
<u>PROCUREMENT</u>						
CONTRACT CERTIFICATES						
CONTRACT DOCUMENTS						
INVOICE CERTIFICATION						
PRINT & STATIONERY						
REQUISITIONS						
DUDOUA OF DECUEOTO		+				
PURCHASE REQUESTS						
STORES REQUISITIONS						
STORES REQUISITIONS						
OTHER						
OTTLEX						
MEMBERS' ALLOWANCES						
OFFICERS' ALLOWANCES						
PAYMENTS TO COURT						
A = MAY SIGN IN ABSENCE OF SUPER	RIOR ONLY		* = V	VITHIN £500 I	LIMIT	

OFFICERS' ALLOWAN	ICES				
PAYMENTS TO COUR	T				
A = MAY SIGN IN AB		* = WI			
Authorised Approval Date:	Director		r		

SCHEME OF DELEGATION TO OFFICERS

PAGE TWO OF TWO

NAME	NAME
SIGNATURE	SIGNATURE
INITIALS	INITIALS
NAME	NAME
SIGNATURE	SIGNATURE
INITIALS	INITIALS
NAME	NAME
SIGNATURE	SIGNATURE
INITIALS	INITIALS
NAME	NAME
SIGNATURE	SIGNATURE
INITIALS	INITIALS
NAME	NAME
SIGNATURE	SIGNATURE
INITIALS	INITIALS