

CONSTITUTION – PART 3 – Appendix

<p align="center">Scheme of Delegation to Officers <u>AUTHORISED SIGNATORIES PROFORMA</u> PAGE ONE OF TWO</p>						
<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:

CONSTITUTION – PART 3 – TABLE 3.12 - Proformas

PAGE TWO OF TWO
Scheme of Delegation to Officers

DIRECTORATE:

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

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