

**CONSTITUTION – PART 5 – Appendix**

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

Authorised Approval ..... Director .....

Date: .....

**CONSTITUTION – PART 5 – TABLE 5.12 - Proformas**

PAGE TWO OF TWO  
**Scheme of Delegation to Officers**

DIRECTORATE: .....

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

NAME	
SIGNATURE	
INITIALS	

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