

CONSTITUTION – PART 5 – TABLE 5.00C - Proformas

| Scheme of Delegation to Officers <u>AUTHORISED SIGNATORIES PROFORMA</u> 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 | | | | | | |
| <i>A = MAY SIGN IN ABSENCE OF SUPERIOR ONLY</i> | | | | <i>* = WITHIN £500 LIMIT</i> | | |

Authorised Approval Director

Date:

CONSTITUTION – PART 5 – TABLE 5.00C - Proformas

PAGE TWO OF TWO
Scheme of Delegation to Officers

DIRECTORATE:

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