



Process step	Standing approvals for repetitive payments	Expenses up to \$100	Expenses over \$100	For payments over \$100 that are unusual or not within budget and cannot wait for SIRAC funding approval
<b>Committee Approval</b>	Initial: Refer SIRAC Funding Proposals Policy <sup>1</sup>  Ongoing: Review and re-approval once a year at budget meeting <sup>2</sup>	Expenses part of office or function performed by requester: no approval necessary  In all other cases, SIRAC executive approval.	Refer SIRAC Funding Proposals Policy	Consent from the majority of the Executive must be obtained.  Funding approval to be endorsed at next SIRAC meeting.
<b>Purchase Order<sup>3</sup></b>	Initial PO Renewed PO once per year  Signed <sup>4</sup> by 2 SIRAC executive members, excluding requestor	N/A	Signed by 2 SIRAC executive members, excluding requestor	Signed by 2 SIRAC executive members, excluding requestor
<b>Invoice</b>	Invoice must be received	Must have receipt if payment already made	Invoice must be received	Invoice must be received
<b>Bank transaction authorisation</b>	By 2 SIRAC executive members, at least one not signatory of PO	By 2 SIRAC executive members (excluding requestor)	By 2 SIRAC executive members, at least one not signatory of PO	By 2 SIRAC executive members, at least one not signatory of PO
<b>EXAMPLES</b>	Cleaning Hall EW line supplies Software subscriptions PO Box renewal Website maintenance	Stationary Coffee and biscuits for meetings Credit for Hall mobile phone	Projector for the hall (capital expense) Funding for Island Festival New waterline	Rent a bus for urgent protest in Mona Vale Printing flyers

<sup>1</sup> SIRAC Funding Proposals Policy: [document](#)

<sup>2</sup> Budget Meeting is a SIRAC meeting in June in which the ongoing funding is tabled for re-approval. The office holder responsible for the budget will table for approval once a year.

<sup>3</sup> Purchase Order, must contain at least the following information:

- Name and address of supplier
- Clear description of the services and/or goods being purchased
- Price of the services and/or goods. If the price is a unit price, an exact or estimated number of units needs to be included. For example, for cleaning, the price per hour and the estimated number of hours.
- A clear rule of the limits within which the PO is valid. This can be a variation in % or the stipulation of an exact amount.

<sup>4</sup> Signing of PO's, this can be done by email confirmation. Emails to be included in paperwork.