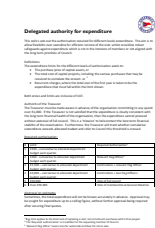


# File:2023-01-21-Delegated Authority Policy.pdf

- [File](#)
- [File history](#)
- [File usage](#)
- [Metadata](#)



Go to page

**Delegated authority for expenditures**

Delegated authority for expenditures is a policy that allows a designated individual to authorize the expenditure of funds on behalf of the organization. This policy is designed to ensure that expenditures are made in a timely and efficient manner, while also ensuring that the organization's financial resources are protected.

**Scope**

This policy applies to all expenditures made by the organization, regardless of the amount or the nature of the expenditure. It applies to all employees, regardless of their position or the department they work in.

**Responsibilities**

The designated individual is responsible for ensuring that all expenditures are made in accordance with the policy. They are also responsible for ensuring that all expenditures are properly documented and that the organization's financial records are accurate.

**Approval Process**

Expenditures must be approved by the designated individual before they are made. The designated individual must review the request for the expenditure and ensure that it is necessary and that it is within the organization's budget. Once approved, the designated individual must sign the request for the expenditure.

**Documentation**

All expenditures must be properly documented. This includes keeping receipts for all purchases and maintaining accurate financial records. The designated individual is responsible for ensuring that all expenditures are properly documented and that the organization's financial records are accurate.

Expenditure	Amount	Approved By	Date
Office supplies	\$100.00	[Signature]	1/21/23
Travel expenses	\$500.00	[Signature]	1/21/23
Equipment purchase	\$1,000.00	[Signature]	1/21/23
Professional fees	\$200.00	[Signature]	1/21/23
Other	\$0.00	[Signature]	1/21/23
<b>Total</b>	<b>\$1,800.00</b>		

**Notes**

This policy is subject to change without notice. The designated individual is responsible for ensuring that all expenditures are made in accordance with the policy.


[← previous page](#)

Size of this JPG preview of this PDF file: [424 × 600 pixels](#). Other resolution: [170 × 240 pixels](#).

[Original file](#) (1,240 × 1,754 pixels, file size: 455 KB, MIME type: application/pdf, 2 pages)

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current	<a href="#">13:45, 28 February 2023</a>		1,240 × 1,754, 2 pages (455 KB)	<a href="#">Richardphillips</a> ( <a href="#">talk</a>   <a href="#">contribs</a> )	

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## File usage

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