

FRCPS Withdrawal Procedures

- 1)

Committee agree to how much & to whom.
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- 2)

Requisition form completed & authorised

- 3)

Withdrawal form completed & authorised
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- 4)

Copy to Treasuser

- 5)

Give completed form to Henia Embling for final authorisation by Lauren Connor.
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- 6)

Office to order product/Service & make payment.

Created by Maria Clayton 19.05.09

FRCPS Expenses Procedures

- 1)

Committee agree a set budget if over £10
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- 2)

Requisition form completed & authorised

- 3)

Complete Invoice with receipts

- 4)

Withdrawal form completed & authorised
Follow procedure as above

Created by Maria Clayton 19.05.09