

EXPENSE APPROVAL REQUEST

Request for expenditure approval (Budgeted and Un-Budgeted)

Expense Amount:					
Description:					
Preferred Vendor					
Accounts to be charged		Ann Budget:		YTD Actual:	
		Ann Budget:		YTD Actual:	
		Ann Budget:		YTD Actual:	
Total Amount		Ann. Budget:		YTD Actual:	

APPROVE EXPENSE UNDER APPROPRIATE CATEGORY AND VALUE LINE

Ad-hoc (non-contractual expenses) Quotes must be attached

Approval to spend

Tick	Approval levels	Committee Chairman	General Manager	Finco Chairman	Committee Director	Finco Director	Quotes Required
Level	Date						
	< R1 000						1 Quote
	R1 000 to R10 000						2 Quotes
	R10 001 and over						3 Quotes

Emergency Expenses Notification

Must follow within 24 hours of incident

Tick	Approval levels	Committee Chairman	General Manager	Finco Chairman	Committee Director	Finco Director
Level	Date					
	< R1 000					
	R1 000 to R10 000					
	R10 001 and over					

Reason:

CAPEX - Approval to incur expense must be obtained before the quote is accepted.

Please use Capital Expenditure Approval Request Form

Capital Expenditure Definition

Capital expenditure is an amount spent to acquire or improve a long-term asset such as equipment or buildings.

Further Criteria for an item to qualify as Capital:

- 1) It must have an expected lifespan in excess of 1 year
- 2) It will be recorded in the ORV "Asset Register" for audit purposes i.e. it is an enabler, not a consumable.
- 3) If it is to be replaced at the end of its useful life, it must be included in the asset replacement schedule