

INVOICE APPROVAL

Invoice Amount:					
Description:					
Approved Vendor					
Accounts to be charged		Ann Budget:		YTD Actual:	
		Ann Budget:		YTD Actual:	
		Ann Budget:		YTD Actual:	
Total Amount		Ann. Budget:		YTD Actual:	

APPROVE INVOICE UNDER APPROPRIATE CATEGORY AND VALUE LINE

Fixed Contract Agreements

Payment Approval levels

		General Manager	Committee Chairman	Finco Chairman	CSI Head Office
	Date				
Expense as per contract					
Variance from Contract					

Variance Reason:

Ad-hoc (non-contractual expenses)

Invoices that match pre-approval amounts (or are less than)

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

Invoices that exceed pre-approval amounts

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

Variance Reason:

Emergency Expenses Invoice Approval

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

Reason: