

The Synod of the Diocese of the Northern Territory Incorporated

How expenditure should be pre-approved according to the DE002 Delegation Policy

If the expenditure is:	Included in the budget Approved: <\$5k by any MasterCard DebitCard holder Paid for on the MasterCard DebitCard	Included in the budget Approved: <\$5k MDT/Office Manager; <\$30k Property/Business Manager/Archdeacon/DCMO; <\$100k Bishop To be paid on account <u>with</u> contract signed by Bishop or Registrar and registered	Included in the budget Approved: <\$5k MDT/Office Manager; <\$30k Property/Business Manager/Archdeacon/DCMO; <\$100k Bishop To be paid on account <u>without</u> contract signed by Bishop or Registrar	Outside of budget Approved: <\$5k MDT/Office Manager; <\$30k Property/Business Manager/Archdeacon/DCMO; <\$100k Bishop To be paid on account
Action:	Enter into Xero Expenses (no need for Xero Purchase Order)	Enter into Xero Expenses (no need for Xero Purchase Order)	Raise Xero Purchase Order	Raise Xero Purchase Order
	Supplier based application: Only sign within delegation limit and provided there are no onerous or uncertain terms in supply contract (check with Registrar if in doubt)	Supplier based application: Contract to be signed within delegation limit and provided there are no onerous or uncertain terms in supply contract (check with Registrar if in doubt) and registered with Registrar	Supplier based application: Only sign within delegation limit and provided there are no onerous or uncertain terms in supply contract (check with Registrar if in doubt) <i>and</i> raised Xero Purchase Order Description: Provide as much detail as possible on the nature of services/goods ordered including delivery details	Supplier based application: Only sign within delegation limit and provided there are no onerous or uncertain terms in supply contract (check with Registrar if in doubt) <i>and</i> raised Xero Purchase Order Description: Provide as much detail as possible on the nature of services/goods ordered including delivery details
Specifications	(n/a)	(n/a)	Quantity/Unit Price: Enter if known; If not known, place remark in comments field "Time and materials basis"	Quantity/Unit Price: Enter if known; If not known, place remark in comments field "Time and materials basis"
	(n/a)	(n/a)	Account Code: If known and quantity/unit price is known	Account Code: If known and quantity/unit price is known
	(n/a)	(n/a)	Department/Specific Grant: If known and quantity/unit price is known	Department/Specific Grant: If known and quantity/unit price is known
	(n/a)	(n/a)	Tax rate/amount: If known and quantity/unit price is known	Tax rate/amount: If known and quantity/unit price is known
	(n/a)	(n/a)		