

Schedule of Approval

	Trustees	Executive Director	Operations Director	Head - HR & Admin	Resource Manager	Administrator & Accountant	Head - Atma International Branch	Resource Coordinator (Region)	Partnerships Coordinator (Region)	Volunteer Coordinator (Region)
Budgets										
Annual Budgets (AIP) for ATMA India	UL	Propose					Propose			
Annual Budgets (AIP) for Departments and Regions (subject to main AIP)			UL	Propose for Department	Propose for Department		UL	Propose for Region	Propose for Region	
Receipts										
Proposals for Donations -Foreign		UL			Propose		Propose			
Proposals for Donations -Indian		UL			Propose		NA			
Joint proposals for Portfolio Partners -Foreign		UL	Propose		Propose		Propose			
Joint proposals for Portfolio Partners -Indian		UL	Propose		Propose		NA			
Accepting Donations for Approved proposals				UL	UL	UL	UL			
Portfolio Partner Fee structure		UL	Propose				Propose			
Network partner fee structure		UL	Propose				Propose			
Purchases										
Authorise Purchase Orders										
Capex - Furniture/Fixtures,Laptops etc within AIP			UL	< 1 Lac			UL			
Capex - Furniture/Fixtures,Laptops etc outside AIP	< 1 Lac	< 50,000					< 1 Lac			
Others - Stationery, Office supplies etc,IT Infrastructure		UL		<10000			UL			
Purchase without Quotations & PO	<20000	<10000		<2500			<10000			
Accept Goods as per Purchase Order				UL			UL	UL	UL	
Advance against Purchase Order(PO)	UL	<50% of PO	<25% of PO				UL			
Payments										
Foreign Payments										
Local Payments - Bank with supporting bills		UL	UL	UL		UL	UL	Jt (<5000)	Jt (<25000)	Jt (<25000)
Local Payments - Cash with supporting bills	<20000	<20000	<20000	<20000			<20000	<20000		
Petty Cash without bills	<2500	<2500	<1000	<1000			<2500			<500
Reimbursement of employee claims within Policy		UL	UL	UL	UL	UL	UL	UL	UL	UL
Reimbursement of employee claims Outside Policy		UL	Jt	Jt			UL			
Travel Advances		<50000	<30000	<20000			<50000	<10000	<10000	
Salary Advance		UL	UL	<25000			UL			
Bank Signatories										
Signatories for Foreign payments		Jt	Jt				Jt with Trustee			
Signatories for local cheques		Jt UL	Jt UL	Jt <50000	Jt <50000		Jt UL			

Appointments

Local Staff /Consultants within AIP Numbers	UL	UL	Propose	UL	propose
Foreign Staff within AIP Numbers	UL		Propose	UL	propose
Volunteers/Associates/consultants	UL	UL	Propose	UL	propose
Auditors					
Fixing Salary Bands for different categories	UL		Propose	UL	
Fixing salaries within the Bands	UL		Propose	UL	
Setting Policies for Travel, Telephone etc	UL	Jt	Jt	UL	

Agreements

Portfolio Partners - MOUs	UL	UL		UL	Propose
Network Partners - MOUs	UL			UL	
Office Rent & AMCs - new	UL		Propose	UL	
Office Rent & AMCs - renew	UL		UL	UL	

Notes

- UL = Approve without limit
- Jt = Joint Approval without limit & can be exercised by any of them jointly
- All approvals are for a single transaction at a time
- All Authorities of an Employee automatically apply to the Superior. So Trustees have UL Joint authority over all transactions
- All Proposals will be made to Superior
- All Purchases will follow Purchase Policy of obtaining quotes etc