

International Centre for Policy Studies Financial Document Authorization and Approval Policy

GUIDE PLAN

1. Goods Purchase Form	2
2. Service Requisition Form	3
3. Requisition Form for Research, Expert and Analytical Services.....	3

ICPS confirms the importance of upholding procedures for authorizing and approving financial documents for all expenditures, without exception, prior to payment.

In following this authorization policy, ICPS guarantees compliance with the principles of honesty, transparency and proper accounting standards.

ICPS also agrees that no payments will be made without the proper approval and authorization of all related financial documents.

All purchases shall be made in accordance with the procedures in the ICPS procurement guidelines.

1. Goods Purchase Form

During the open purchase of goods, the **“Goods Purchase Form”** shall be used and the individual authorized to handle purchases shall fill it out.

Depending on the size of the expenditure for the purchase of goods, the payment document shall be approved thus:

For the purchase of items worth UAH 6,999 (six thousand nine hundred ninety-nine) or less	Signed by the individual responsible for handling purchases, ICPS’s head bookkeeper, and the ICPS Financial Director (chair of the Budget Committee).
For the purchase of items worth from UAH 7,000 (seven thousand) to UAH 11,999 (eleven thousand nine hundred ninety-nine)	Signed by the individual responsible for handling purchases, ICPS’s head bookkeeper, and the ICPS Financial Director (chair of the Budget Committee).
For the purchase of items worth UAH 12,000 (twelve thousand) or more	Signed by the individual responsible for handling purchases, ICPS’s head bookkeeper, the ICPS Financial Director (chair of the Budget Committee) and the ICPS Director.

The properly signed goods purchase form is submitted, along with the invoice for the good(s) to the accounting department for payment.

2. Service Requisition Form

During the open purchase of goods, the **“Service Requisition Form”** shall be used and the individual authorized to handle purchases shall fill it out.

Definition of **“services:”** work or activities that are carried out by an individual or group of individuals that do not constitute “goods” (see the definition of “goods” above).

Services shall include, but not be limited to, the following: copying/printing, translating, writing, editing, consulting, renting the conference hall, providing an expert evaluation, training, providing legal support, and auditing.

Depending on the size of the expenditure for the purchase of services, the payment document shall be approved thus:

For service orders worth UAH 11,999 (eleven thousand nine hundred ninety-nine) or less	Signed by the individual responsible for handling purchases, ICPS's head bookkeeper, and the ICPS Financial Director (chair of the Budget Committee).
For service orders worth between UAH 12,000 (twelve thousand) and UAH 49,999 (forty-nine thousand nine hundred ninety-nine)	Signed by the individual responsible for handling purchases, ICPS's head bookkeeper, and the ICPS Financial Director (chair of the Budget Committee).
For service orders worth UAH 50,000 (fifty thousand) or more	Signed by the individual responsible for handling purchases, ICPS's head bookkeeper, the ICPS Financial Director (chair of the Budget Committee) and the ICPS Director.

The properly signed service requisition form is submitted, along with the invoice for the good(s) to the accounting department for payment.

3. Requisition Form for Research, Expert and Analytical Services

For expenditures requisitions of research, expert and analytical services) incurred in the course of projects in which ICPS is a participant or which ICPS is funding, financial payment

documents are prepared according to the procedure for approving documents during open purchases, with the additional requirement that all financial document, independent of the size of the expenditure, are signed by the ICPS Director and the Project Manager.

The individual responsible for purchases submits a **Requisition Form for Research, Expert and Analytical Services** that has been filled in and agreed with the ICPS Financial Director, for approval to the ICPS Director.

A properly signed requisition form for research, expert and analytical services is submitted to the accounting department for a service contract to be drawn up. Payments for research, expert and analytical services that are provided for projects in which ICPS is participating or which ICPS is funding are to remain strictly within the budget caps established for a given project.

If an ICPS employee whose signature is mandatory for the payment of a financial document is physically absent from the ICPS office due to a business trip, vacation, sick leave, or other reason, the documents may be approved by sending a letter of confirmation from the personal e-mail of the individual that indicates what expenditures and their sum are being approved. The individual responsible for handling purchases shall attach a print-out of the letter of confirmation to the relevant form.