

Company X FY2025 Decentralised Votes Framework

The decentralised votes aim to give departments great autonomy in running their day-to-day operations while ensuring overall sound management of Company X's budget.

The decentralised operating votes for FY2025 are as follows:

1. Office Supplies - \$25 per officer
2. Training - \$2,000 per officer
3. Staff Welfare - \$80 per officer
4. IT - \$100 per officer

	Unit Rate (\$/pax)	HR	Finance	Policy	Marketing	Legal
Headcount		8	10	32	6	5
Office Supplies	\$25	\$200	\$250	\$800	\$150	\$125
Training	\$2,000	\$16,000	\$20,000	\$64,000	\$12,000	\$10,000
Staff Welfare	\$80	\$640	\$800	\$2,560	\$480	\$400
IT	\$100	\$800	\$1,000	\$3,200	\$600	\$500

Guidelines for the Usage of the Decentralised Operating Votes

1. Office Supplies

Purpose: To provide departments with autonomy in purchasing/ procuring non- standard office supplies essential for daily operations while maintaining centralized control over standard items.

Allocation: \$25 per office

Category	Details
Permissible items	Work related books, journal, publications
Prohibited items	Standard items centrally purchased by HR
Important notes	To obtain HR's confirmation that your intended purchase is not covered under standard office supplies items

2. Training

Purpose: To empower departments to manage individual staff development while maintaining centralized control over corporate-wide training initiatives.

Allocation: \$2,000 per officer

Category	Details
Permissible items	Individual local training and professional membership from pre approved list
Prohibited items	Overseas training program
Important notes	Please refer to HR portal for comprehensive training guidelines

3. Staff Welfare

Purpose: To promote the well-being, engagement, and morale of officers through meaningful and inclusive welfare initiatives.

Allocation: \$80 per officer

Category	Details
Permissible items	Group-based welfare activities (e.g., team meals, celebrations, tokens), basic pantry supplies
Prohibited items	Personal gifts, cash or cash equivalents (e.g., vouchers), luxury items
Important notes	Please refer to HR portal for the list of approved welfare items and claim procedures

4. IT

IT budget must be procured via Quickbuy platform.

Approving authority

Directors are empowered to approve expenditure under the decentralised votes framework. Directors can also further delegate his/ her authority to other staff.

Payment/ Reimbursement Arrangement (not applicable for IT buys)

- a. For corporate billings, you can get suppliers to submit a direct electronic-invoice via www.vendorsABC.com
- b. For staff claims, officers are encouraged to get vendors to bill directly to MOF. However, for cases where staff has to pay supplier in the first instance and seek reimbursement via HR portal, please refer to claim guide.