

**Procedure**

**(Budget Procedure )**

**Code: IT-PR-14-00**

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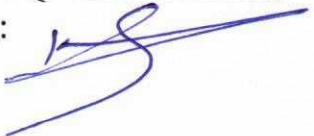
Issue	Review	Approval
Name: Bola el Nesr Title: Oracle senior finance Sign: <i>Bola El Nesr</i>	Name: Usama Nady Title: Application Manager Sign: <i>USAMA NADY</i>	Name: Khaled ElKelawy Title: QA Section Head Sign: <i>KJ</i>
	Name: George Wanas Title: IT QA Application Executive Sign: <i>George Wanas</i>	
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Issue #/ Modification #: 3/0 Issue Date: 01/04/2019 Modification date:	Doc. Control Stamp	

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**ATRAKHNATON**  
Trading & Distribution SAE

## Record of Modifications

[illegible]

Review	Approval	Doc. Control Stamp
Name: Usama Nady Title: Application Manager Sign: <i>USAMA NADY</i>	Name: Khaled Elkelawy Title: QA Section Head Sign: 	
Name: George Wanas Title: IT QA Application Executive Sign: <i>George Wanas</i>		



**1) Purpose**

This document for set any expense device or machine for all department IT budget expenses.

**2) Scope**

This document describes how to set budget for all Departments.

**3) Responsibilities**

- 3.1. Oracle app manager
- 3.2. Help desk supervisor.
- 3.3. Oracle senior finance.
- 3.4. All oracle users.

**4) Definitions**

None

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**5) Forms**

None

**6) Steps:**

- 6.1. Get (IT) expenses actual from finance department per devices (lap & printers & maintain, toners ....etc. by October .
- 6.2. The IT department request the man power plan from HR department. By October.
- 6.3. The number of devices to be replaced next year is calculated by the IT department.
- 6.4. The number of new devices to be brought next year is calculated by the IT department  
Based on man power plan
- 6.5. Set estimated price for each device.
- 6.6. Calculate the average per every department.
- 6.7 Set budget for all department.
- 6.8 after approval from top management, sent the budget to finance department by end of November
- 6.9 Any department need Fixed Assets like lap top, computer Accessories, RAM, toner, Etc. Must enter PR to check budget.

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Name: Usama Nady Title: Application Manager Sign : <i>USA HANADY</i>	Name: Khaled Elkelawy Title: QA Section Head Sign: <i>[Signature]</i>	
Name: George Wanas Title: IT QA Application Executive Sign : <i>George Wanas</i>		

**7) Performance Measure**

Get expense budget from finance on October, and manpower plan from HR department after, and prepare the budget for New Year within 5 days after MPP.

**8) Records**

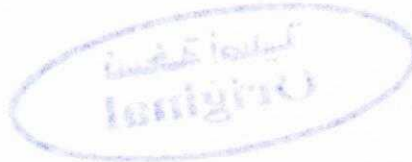
Save the approval plan on IT manager office for 2 years. (Hard copy)  
Soft copy full details for 2 years.

**9) Reference**

ISO 9001:2015.

**10) Flow Chart**

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Name: George Wanas Title: IT QA Application Executive Sign : <u>George Wanas</u>		