

Finance Department Memorandum

Ref: G17 – Payment Authorization Standards

Date: 30.09.2017

Subject: Centralized Payment Request Approval Protocol

All payment requests are to be reviewed and signed off by the central Financial Control Unit (FCU) prior to execution. Delegated approval is restricted to Director-level personnel for amounts above €5,000.

Approvals must include:

- Digitally signed Form RP-101
- Budget assignment verification
- Cross-departmental confirmation where applicable

The FCU continues to maintain oversight of all outflows, with weekly reconciliation audits in place. No adjustments to this structure are currently planned.

— Issued by:

Office of the Finance Director

Corporate Finance Division