

## Schedule 1

Pursuant to MSA's Finance Regulations, as ratified by the Monash Student Council on 1 July 2021, any contracts or arrangements with MSA must be approved in accordance with either of the following prescribed methods:

### 1. **Written Contract**

A written contract signed by two members of the MSA Executive, including the MSA President, Treasurer or Secretary. Digital signatures are permissible. Each signatory's title must be displayed clearly.

### 2. **Purchase Order**

A purchase order containing the MSA masthead, including MSA's address and ABN, and a declaration that the Purchase Order is "AUTHORISED FOR AND ON BEHALF OF MONASH STUDENT ASSOCIATION (CLAYTON) INC BY:

- SYLVIA FRANCISCA
- **OR** LOWAN SIST"

### 3. **Written Approval**

Any MSA staff member may unilaterally give written authorisation to enter contractual arrangements with respect to the following exhaustive list of goods and services:

- a) Contracting tutors
- b) Ordering goods for stock
- c) Purchasing office supplies
- d) Flights and accommodation
- e) Paying grants
- f) Paying licence and membership fees
- g) Recurring charges from Monash University
- h) Any other expenses approved by the Finance Director

Any arrangement which has not been approved in the manner prescribed above shall be voidable at the discretion of the MSA Executive.