

Budgeted costs	Order	Verification	Approve invoice	Release for payment	Approve payment run
Invoice value <20,000€	Head service or person whom has received a written delegation after approval by APEEE's director Exception contracts for longer than 3 years must be approved by Board	Verify by accountant	Director	Director	Treasurer or vice-president services
Invoice value €20,001-50,000€		Verify by accountant	Treasurer or vice-president services	Director	The one that did not approve Treasurer or vice-president services
Invoice value €50,001-100,000€		Verify by accountant	3 out of Treasurer, Head of related working group, President, Vice-President services.	Director	Treasurer or vice-president services
Invoice value >€100,001	Head of service together with Director or accountant	Verify by accountant	Bureau by email	Director	Treasurer and vice-president services
Not budgeted costs related to services / office	Order	Verify invoice	Approve invoice	Release for payment	Approve payment run
Maximum 4,000€	Head service or person whom has received a written delegation approved by APEEE's director	Verify by accountant	Director	Director	Treasurer or vice-president services
Between 4,000€ and 15,000€	Order can be placed after approval from budget group and should be communicated to the board, approved or not.	Verify by accountant	3 out of Treasurer, Head of related working group, President, Vice-President services.	Director	Treasurer or vice-president services
From 15,000€	Order can be placed after approval from APEEE board	Verify by accountant	Bureau by email	Director	Treasurer and vice-president services
Budgeted costs initiated and approved by committee	Order	Verify invoice	Approve invoice	Release for payment	Approve payment run
Maximum 2,500€ and within budget	Order can be placed after check by accountant.	Head of working group	Director	Director	Treasurer or vice-president services
Between 2,500€ and 5,000€ and within budget	Order can be placed after approval from budget group	same thresholds as for budgeted costs	3 out of Treasurer, Head of related working group, President, Vice-President services.	Director	Treasurer or vice-president services
Above 5,000€ and costs when full budget is consumed.	Order can be placed after approval from APEEE board	same thresholds as for budgeted costs	Bureau by email.	Director	Treasurer and vice-president services
None-budgeted costs initiated and approved by committee	Order	Verify invoice	Approve invoice	Release for payment	Approve payment run
Maximum 2,500€	Order can be placed after approval from budget group	same thresholds as for budgeted costs	same thresholds as for budgeted costs	same thresholds as for budgeted costs	same thresholds as for budgeted costs
Above 2,500€	Order can be placed after approval from APEEE board	same thresholds as for budgeted costs	same thresholds as for budgeted costs	same thresholds as for budgeted costs	same thresholds as for budgeted costs
Project costs approved by board	Order	Verify invoice	Approve invoice	Release for payment	Approve payment run
Any amount	Order can be placed after approval from APEEE board	same thresholds as for budgeted costs	same thresholds as for budgeted costs	same thresholds as for budgeted costs	same thresholds as for budgeted costs
Right to approve new investments of cash including selection of new/additional bank	Approve	Verify invoice	Approve invoice	Release for payment	Approve payment run
Maximum 50,000€	Bureau	Verify by accountant	Bureau by email	Director	Treasurer or vice-president services
Above 50,000€	Board	Verify by accountant	Bureau by email after notes from Board meeting has been approved	Director	Treasurer or vice-president services
Right to sign contracts that put APEEE in debt like credit facility etc	Approve	Verify invoice	Approve invoice	Release for payment	Approve payment run
Any amount	The APEEE will publish in Monitor Belge that no representative has the right to sign any credit agreements without approved by board with 3/4ths majority.	The APEEE will publish in Monitor Belge that no representative has the right to sign any credit agreements without approved by board with 3/4ths majority.	The APEEE will publish in Monitor Belge that no representative has the right to sign any credit agreements without approved by board with 3/4ths majority.	The APEEE will publish in Monitor Belge that no representative has the right to sign any credit agreements without approved by board with 3/4ths majority.	The APEEE will publish in Monitor Belge that no representative has the right to sign any credit agreements without approved by board with 3/4ths majority.

Approve payment run by Treasurer or Vice-president is possible by email , which means 2 employees can launch the payment after email approval.

Staff and remuneration	Sign / change / review employment contracts
Temporary staff and monitors	Ongoing contracts
Approve	Head of service
Sign	Director

Approved by APEEE Board 18/12/2018 valid until changed by board

Signed by President
Director

Attachment 1

Financial actors to be maintained by board secretary

Meeting secretary