



SCHEDULE OF DELEGATION

Order Book Signatories

Anne Morris, Nicole Ryan,
Michelle Mitchell

eduPay access:

Level 1 Anne Morris, Michelle Mitchell

CASES21 access:

Level 1 Anne Morris, Michelle Mitchell

Official account signatories

Anne Morris
or Nicole Ryan – in Principal’s absence

PLUS

Travis Dillow (School Council President)
Joanne Dawson (School Council Member)

Internet Banking Policy

All Casual Staff will be paid by Direct Debit through the school’s Official Account at MECU.

Anne Morris (Principal) to authorise
Travis Dillow (School Council President) to confirm payments

Both signatories will sign the Fortnightly Salary Certification and authorise MECU transfer.

The Principal shall sign/authorise any other personnel and payroll operations and statements.

Investment Policy

Woodside Primary School Council has resolved to only invest through the High Yield Investment Account.

Anne Morris
Principal

Travis Dillow
President

Approved at School Council Meeting 28th February 2018

Signed

Anne Morris
(Principal)

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Travis Dillow
(President)