

<h2>Schedule 1</h2>

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.