

Category of Expenditure	How DITSU operates	Process	Approved by	Documents filed including Terms & Conditions and SLA's.	Current Contractor	Purchase Order
APPLICABLE	Approved by the Board of DIT Students' Union CLG on 13th September 2016					
STAFF SUPPORTS						
Employee Assist Programme	Available to all Student Officers and Staff on the payroll	Obtain quotes	CEO	Contracts File	Health Matters UK	
Support and Supervision	Available for all staff working in the frontline SU services	Quotes sought from suitable co's.	CEO/Deputy CEO	Contracts File	Dublin Therapy	
COMMUNICATIONS						
Courier	Use of external company	Obtain 3 quotes	President / CEO	Contracts File	Cyclone	
Mobile Phones	Review contract every 2 years	Obtain 3 quotes	President / CEO	Contracts File	Three Ireland	
LEGAL / PROFESSIONAL / ACCOUNTANCY						
Solicitors	Sources company that would be familiar with SU operations	Written correspondence	Board of DITSU Ltd	DITSU Ltd Company Files	Richard Hammond	
Consultants	Sources company that would be familiar with SU operations	Written correspondence	President / CEO	Contracts File	Various	
Insurance	Aligned with the DIT Insurance Company - Marsh Ireland.	Written correspondence	President / CEO	Insurance File	Marsh Ireland	
Accountancy	Provided by Company Auditors	Written correspondence	President / CEO	Contracts File	Keveny Monahan	
TRAINING / RECRUITMENT						
Staff Training	Contact trainers familiar with SU operations	Obtain 3 quotes	CEO / Deputy CEO	Account / Personnel Files	Various	P.O.
Staff Recruitment	Advertises vacant position(s) including ditsu.ie	Uses activelink.ie to advertise	Board of DITSU Ltd	Personnel Files	Various	P.O.
Elected officer training	Quite a specialist area of work. Engages with contacts through USI and other Students' Unions.	Contact suitable trainers	CEO / Deputy CEO	Accounts Files	Various	P.O.
STUDENT COUNCIL						
Inauguration Ceremony	Constitutional requirement - Hosts annual ceremony in city hotel	Contact at least 3 suitable hotels	President and CEO	Accounts Files	Various	P.O.
ELECTIONS (Constitutional requirement)						
Ballot Papers	Externally printed and stapled in books of 100	Quotes sought from printers	Dev Mgr / Deputy CEO	Accounts Files	Various	P.O.
Printing of Posters	Larger than A3 printed externally	Quotes sought from printers	Dev Mgr / Deputy CEO	Accounts Files	Various	P.O.
Supply of tee shirts	Appoint a supplier every year	Quotes sought	Dev Mgr / Deputy CEO	Accounts Files	Texpro	P.O.
WEBSITE						
Hosting of ditsu.ie	Was included as part of the redevelopment of the Website	Quotes sought from suitable co's	Dev Mgr/ Deputy CEO	Accounts Files	Sungard Availability	
RESEARCH / SURVEYS						
External Consultants	Use of consultants with relevant experience in democratic orgs	Obtain 3 quotes	Board of DITSU Ltd	Contracts File	Montague Communications	P.O.
STATIONERY / PRINTING						
External supplier - stationery	Uses external company for supplies	Issues tenders to 3 companies	President / CEO	Contracts File	Kimble Business	P.O.
External supplier - printers	uses external companies for printing larger than A3					
FIXTURES / FITTINGS						
Office equipment lease	Issues tenders to 3 companies	Obtain 3 quotes	Board of DITSU Ltd	Contracts File	Grenke Ltd	N/A
Office equipment	Depending on the level of expenditure	Obtain 3 quotes				
COMPUTER MAINTENANCE						
Computer support	External company operates computer care for all DITSU computers	Obtain 3 quotes	Board of DITSU Ltd	Contracts File	iPing Ltd	N/A
SUNDRIES						
Branded officer clothing	Appoint a supplier every year	Quotes sought	Dev Mgr / Deputy CEO	Accounts File	Texpro Printing	P.O.
Supply of water in offices	Aligned with DIT Supplier	Quotes sought	Health and Safety matter	Contracts File	Tipperary Water	

POLITICAL CAMPAIGNS						
External Consultants	Use of consultants with relevant experience in democratic orgs i.e. press releases, communications strategy, lobbying.	Obtain 3 quotes	CEO / Deputy CEO	Contracts	Various	P.O.
WELFARE CAMPAIGNS						
Printing	Larger than A3 printed externally	Quotes sought from printers	CEO / Deputy CEO	Accounts Files	Various	P.O.
ACADEMIC CAMPAIGNS						
Printing	Larger than A3 printed externally	Quotes sought from printers	CEO / Deputy CEO	Accounts Files	Various	P.O.
EVENTS						
Venue Hire	Contacts venues which meet the event requierments	Obtain 3 quotes	CEO/Pres/Dev Mgr	Accounts Files	Various	P.O.
Hire of Ents acts / Equip	Contacts suppliers who meet the event requirements	Obtain 3 quotes	CEO/Pres/Dev Mgr	Accounts Files	Various	P.O.
NOT APPLICABLE						
PAYROLL	Exempt from process	Aligned to DIT Payscales	Board of DITSU Ltd	Personnel Files	N/A	N/A
AUDIT FEE	Membership vote at Annual General Meeting (AGM)	Annual General Meeting (AGM)	Members of DITSU Ltd	DITSU Ltd Company Files	Keveny Monahan	N/A

