Approved by the Board of DIT Students' Union CLG on 13th September 2016  STAFF SUPPORTS Englope Asset Programme Available to all Student Offices are Staff on the gavoil Signor and Suppression Available for all set working in the frontiers SU services Support and Suppression Available for all set working in the frontiers SU services Support and Suppression Available for all set working in the frontiers SU services Support and Suppression Available for all set working in the frontiers SU services Support and Suppression Available for all set set working in the frontiers SU services Support and Suppression Making Promes  Deer distance control revery 2 years Others 3 quotes Pensional CFO Contracts File Option  Revine control revery 2 years Others 3 quotes Pensional CFO Contracts File Option  LEGAL / PROFESSIONAL / ACCOUNTANCY Sociation Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources conneally the would be familiar with SU operations Consultants Sources Conneal the Su operations Consultants Sources Conneal the Su operations Consultants Sources Conneal the Su operations Consultants Consultants Consultants Consultants Consultants Consultants Consultant	Category of Expenditure	How DITSU operates	Process	Approved by	Documents filed including Terms & Conditions and SLA's.	Current Contractor	Purchase Order
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Course   Use of external company   Obtain 3 quotes   President ICEO   Contracts File   Cyclore   Mobile Phones   Review contract owny 2 years   Obtain 3 quotes   President ICEO   Contracts File   Three Indand	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	
Courier   Use of external company   Obtain 3 quotes   President (CEO   Contracts File   Cyclore   Mobile Phones   Review contract every 2 years   Obtain 3 quotes   President (CEO   Contracts File   Three Indand	COMMUNICATIONS						
Mobile Phones   Review contract every 2 years   Obtain 3 quotes   President / CEO   Contracts File   Three Ireland		Use of external company	Obtain 3 quotes	President / CEO	Contracts File	Cyclone	
LEGAL / PROFESSIONAL / ACCOUNTAINCY  Salicitors  Sources company that would be familiar with SU operations Consultants Sources company that would be familiar with SU operations Written correspondence President / CEO Contracts File Vanous Insurance Aligned with the Ith Insurance Company Auditors Written correspondence President / CEO Contracts File Vanous Marsh Heand Accountancy Provided by Company Auditors Written correspondence President / CEO Contracts File Warous Marsh Heand Written correspondence President / CEO Contracts File Warous Written correspondence President / CEO Contracts File Warous Warous Staff Training Contract training Contract training Familiar with SU operations Outle a specialist size of vork. Engages with contacts through USI and other Students' Unions. Elected officer training Clutte a specialist size of vork. Engages with contacts through USI and other Students' Unions.  STUDENT COUNCIL Inagquetion Ceremony Constitutional requirement—Hosts annual ceremony in city hotel CEO / Deputy CEO Accounts Files Various Various  STUDENT COUNCIL Inagquetion Ceremony Constitutional requirement—Hosts annual ceremony in city hotel CEO / Deputy CEO Accounts Files Various  STUDENT COUNCIL Inagquetion Ceremony Constitutional requirement—Hosts annual ceremony in city hotel CEO / Deputy CEO Accounts Files Various  STUDENT COUNCIL Inagquetion Ceremony Constitutional requirement—Hosts annual ceremony in city hotel CEO / Deputy CEO Accounts Files Various  STUDENT COUNCIL Inagquetion Ceremony Constitutional requirement—Hosts annual ceremony in city hotel CEO / Deputy CEO Accounts Files Various  STATIONARY / PRINTING External supplier very year Outces sought from suitable city Dev Mgr / Deputy CEO Accounts Files Various  Sungard Availability Was included as part of the redovelopment of the Website Outces sought from suitable city Dev Mgr / Deputy CEO Accounts Files Communications  STATIONARY / PRINTING External supplier various of the redovelopment of the website of expenditure Obtain 3 quotes  Dev Mgr / Deputy C		· ·	•			+ '	
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External Consultants  Use of consultants with relevant experience in democratic orgs  Obtain 3 quotes  Board of DITSU Ltd  Contracts File  Communications  STATIONERY / PRINTING  External supplier - stationery  External supplier - printers  Uses external company for supplies  External companies for printing larger than A3  FIXTURES / FITTINGS  Office equipment lease  Office equipment  Depending on the level of expenditure  COMPUTER MAINTENANCE  Computer support  External company operates computer care for all DITSU computers  Obtain 3 quotes  Board of DITSU Ltd  Contracts File  Kimble Business  Kimble Business  Contracts File  Kimble Business  Board of DITSU Ltd  Contracts File  Grenke Ltd  Obtain 3 quotes  Board of DITSU Ltd  Contracts File  IPing Ltd  SUNDRIES	DESEA DOLL / OLIDVEYO						
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External supplier - stationery External supplier - printers  External supplier - printers  Uses external company for supplies External supplier - printers  Uses external company for supplies Uses external company for supplies Uses external companies for printing larger than A3  FIXTURES / FITTINGS  Office equipment lease Office equipment  Depending on the level of expenditure  Obtain 3 quotes Obtain 3 quotes  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  Fing Ltd  SUNDRIES							
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Office equipment lease	FIXTURES / FITTINGS						
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  SUNDRIES		Issues tenders to 3 companies	Obtain 3 quotes	Board of DITSU Ltd	Contracts File	Grenke Ltd	N/A
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Branded officer clothing Appoint a supplier every year Quotes sought Dev Mgr / Deputy CEO Accounts File Texpro Printing Supply of water in offices Aligned with DIT Supplier Quotes sought Health and Safety matter Contracts File Tipperary Water							P.O.

POLITICAL CAMPAIGNS						
External Consultants	Use of consultants with relevant experience in democratic orgs	Obtain 3 quotes	CEO / Deputy CEO	Contracts	Various	P.O.
	i.e. press releases, communications strategy, lobbying.					
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			M. J. CRITOLISIS	DITOLILLI O 5"		) 
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

Level 3 Contract	Level 2 Contract	Level 1 Contract
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