**New Fund Check Process 2020/21**

* Department/Division to send the FP&A team the completed new fund check form detailing their request by COB Wednesday.
* FP&A review the request and send the form to Ioannis Tsolkas (or Michael Reinsoo as Shared Parental leave cover between 19/04/21 – 30/09/21).
* Ioannis Tsolkas (IT)/Michael Reinsoo (MR) to consolidate and submit requests to relevant approvers (COO/Pro-Directors) on Friday.
* IT/MR to give FP&A the feedback as soon as possible the following week.

* FP&A then inform the Department/Division about the outcome of their request.
* The Department/Division should then submit an e-rec request or contact variation form to FP&A as appropriate.
* FP&A to approve that form as already pre-approved and this in turn informs HR.