**OneFinance Approval Pool Request**

* For additions, please ensure the request is authorised before submitting
* Removals do not need authorisation
* Forms must be submitted via the [Finance Division Enquiry Form](https://lseapps.secure.force.com/form?formid=217915)

**Additions to an approval pool**

|  |  |  |  |
| --- | --- | --- | --- |
| Project / Cost Centre | Level 1 (<1k) | Level 2 (1k-10k) | Level 3 (10k – 50k) |
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**Removals from an approval pool**

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| Project / Cost Centre | Level 1 (<1k) | Level 2 (1k-10k) | Level 3 (10k – 50k) |
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**Authorisation:**

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| --- | --- | --- | --- |
| Head of Department  Budget Controller Department Manager |  | First Name | Surname |
|  |  |
| Authoriser Signature: | |