

## APPENDIX E. PROVISIONS OF GIFTS APPROVAL SCHEDULE

The Authorised Approvers for the respective gift values must approve the Application for the Provision of Gifts in Appendix F prior to the purchase of the gift.

<b>Authorised Approvers and Approval Limits (inc GST)</b>			
<b>Office</b>	<b>Gift Recipient</b>	<b>Value per item (Include GST)</b>	<b>Approval Authority</b>
Central Services (all non school sites - includes Regional Offices, Padbury and East Perth)	Employees and Non-Employees	Up to \$100	▪ Director or above
		Up to \$500	▪ Executive Director or above
		Over \$500	▪ Director General
Schools	Employees and Non-Employees	Up to \$100	▪ Principal or above
		Up to \$500	▪ Director of Education or above
		Over \$500	▪ Director General