

## Draft Instructions of the Advances – 2021

### Article 1:

These instructions are called “Instructions of the Advances,” and they are issued in accordance with Article (34) of the Basic Law and its amendments as well as Article (43) Paragraph (C) of the Jordanian Women's Union’s Financial Regulations.

### Article 2:

The following words and phrases, wherever mentioned hereunder, shall have the meanings assigned to them below unless the context indicates otherwise:

<b>Union:</b>	The Jordanian Women's Union.
<b>Basic Law:</b>	The Basic Law of the Jordanian Women's Union.
<b>Financial Regulations:</b>	The Financial Regulations of the Jordanian Women's Union.
<b>Administrative Body:</b>	The Administrative Body of the Jordanian Women's Union.
<b>President:</b>	The president of the Jordanian Women's Union.
<b>General Manager:</b>	The General Manager of the Jordanian Women's Union.
<b>Financial Department:</b>	Financial management in the Jordanian Women's Union.
<b>Central Financial Committee:</b>	The approved committee that was formed for approving purchase requests for the central branch and other branches.
<b>Procurement Committee:</b>	The Procurement Committee of the Jordanian Women's Union.
<b>Statement of Expenses:</b>	The statement of expenses that was approved by the Jordanian Women's Union.
<b>Advances:</b>	Amounts paid in advance to accomplish specific works, perform approved tasks, meet contractual obligations, or provide facilities at the expense of entitlements and reserved rights.
<b>The employee:</b>	The employees working for the Jordanian Women’s Union according to a work contract and or a written assignment.

### **Article 3:**

#### **Renewable advances are classified into two categories as follows:**

- A. Administrative advances: These are advances allocated to meet petty cash administrative expenses.
- B. Advances of financing projects: The advances allocated to meet the expenses of financing projects, and their ceiling is determined based on the budget clauses of each project, under the direction of the General Manager of the Project Coordinator.

### **Article 4:**

Expenses shall not be registered or spent unless the following conditions are met:

- A. Having the documents that support the registration of expenses and disbursing them.
- B. Correctness of the expenses calculation.
- C. Not violating the expenses laws, regulations, instructions, and agreements in force.
- D. Expenses are cleared according to the powers.

### **Article 5:**

#### **Powers of disbursement and clearance of central advances are determined based on:**

- E. The approval of the Financial Manager if the amount is 500 JDs.
- F. The approval of the General Manager if the amount is 1000 JDs.
- G. The approval of the Administrative Body if the amount exceeds 1000 JDs.

### **Article 6:**

Powers of disbursement and clearance for the advances of the branches and the central branch are determined based on:

- H. The approval of the Financial Manager if the amount is 200 JDs.
- I. The approval of the General Manager if the amount is 500 JDs.
- J. The approval of the Administrative Body if the amount exceeds 500 JDs.

### **Article 7:**

The ceiling of the advance must not be exceeded, and the advance shall be renewed when it is repaid and approved by the Financial Department.

### **Article 8:**

The advance shall be approved after being audited and approved by the Financial Department.

**Article 9:**

Any expenses that do not have reinforcements and sufficient evidence to be disbursed shall be refunded.

**Article 10:**

The advance request shall be submitted to the Financial Department according to the approved forms.

**Article 11:**

Advances shall be replenished by cheques.

**Article 12:**

Advances shall be repaid before the last day of the calendar year, and the amounts shall be deposited into the bank account approved by the Union.

**Article 13:**

The financial and administrative circulars issued by the Administration are considered an integral part of these instructions after the approval of the Administrative Body.

**Article 14:**

It is not permissible to use the advances except for the purposes for which they were disbursed.

**Article 15:**

The General Manager and the Financial Department are responsible for implementing these instructions.

**Article 16:**

The Administrative Body of the Union has the mandate to explain any ambiguity that occurs in these instructions.