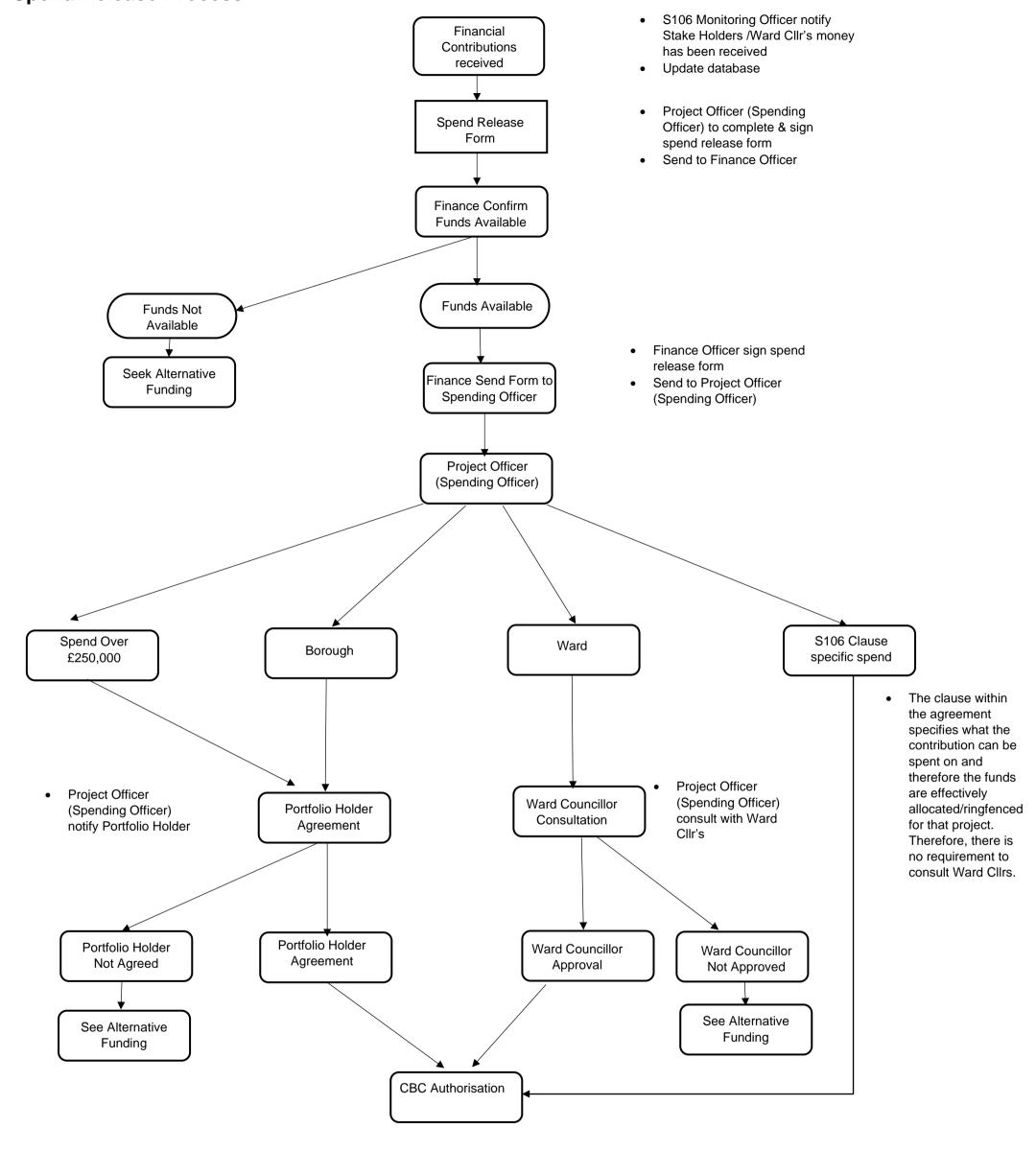
## **Spend Release Process**



- Form sent to 106 Officer
- Pass to Simon Cairns for signing additional information may be requested to determine spend meets legal requirements of s106 clause
- Assistant Director to sign
- Monitoring Officer to sign
- Section 151 Officer to sign
- S106 Monitoring Officer to sign and update 106 database
- Scan document and Index in Idox against Section 106 Ref No (S\*\*\*)
- Email copy to Project Officer (spend been agreed and on database)
- Send original paper copy to Finance