

## Expenditure Review Board Process

	Monday	Tuesday	Wednesday	Thursday	Friday	Monday
<b>Recruitment and Resourcing (RRD)</b>	Collate all requests from previous week and send to EDs by 10am			Send collated responses to DD Workforce by 3pm		
<b>Executive Director (ED)</b>	EDs to review requests and notify requesting manager of their recommendation			Return completed spreadsheet to RRD by 10am		
<b>Expenditure Review Board (ERB)</b>					ERB meets to review requests and expenditure information	
<b>DD Workforce</b>						Outcomes to: ED Requesting Mgr Finance BP RRD