

Business case continued:

EXAMPLE ONLY

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APPROVAL AND TRACKING SECTION

Referral received by Financial Services date (1)	Business Services (Financial Services) Assistant responsible	Date passed for approval in principal (2)

Has sufficient information been provided to consider approval of this case? Yes No

APPROVED IN PRINCIPLE (3)

Signature	Print name	Date

PROPERTY SERVICES

Date referred to property services (5)	
Date estimated costs and feasibility received from property services (8)	
Estimated cost	

BUDGET MANAGER APPROVAL (10)

Signature	Print name	Date

Cabinet report required? Yes No

Cabinet report received by Financial Services (14)	Date of cabinet meeting	Approved date	Minute number (19)

Comments:

FINANCIAL SERVICES AND LEGAL

Mortgage info request sent date (22)	Return date (23)	Date passed to legal (24)	Legal charge received by FS (27)	Tender info received date (29)

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TENDER APPROVAL (30)

Signature	Print name	Date

WORK CARRIED OUT

Property instructed to proceed date (31)	Work complete & signed off date (33)	Payment made to carer date (34)

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