

## Message

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**CC:** Anne Allaker [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Anne.allakerb0fe4dda-d12e-4d80-90a8-67cc1b1af027]; Michael R Haworth [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Michael.haworthc029895e-0aac-41d9-8f55-64daee66cab0]; John Breeden [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=John.breeden3e12944e-d07b-479d-8b19-52890f8655e0]  
**Subject:** Losses Policy - Write-off Process  
**Attachments:** Write-off Process - Revised Nov 2013 final .docx; Agency Branches Cost Centre Report.xls

Dear All

As you may know the write off process within the losses policy has now been revised to reflect current reporting structures.

The main changes are as follows

- Write off can now be authorised within the field team where a branch loss is as a result of field activity for example branch audit or initial on-site training.
- Agents Contracts Deployment Managers can now authorise write off up to a max of £5k as can BAU Regional Managers.
- Contracts Advisors will supply the relevant branch cost centre code.

I have attached a copy of the revised process and the branch cost centre codes for your information.

Regards  
Lin

Lin Norbury I Agents Contracts Deployment Manager - South

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Mobex:  or



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