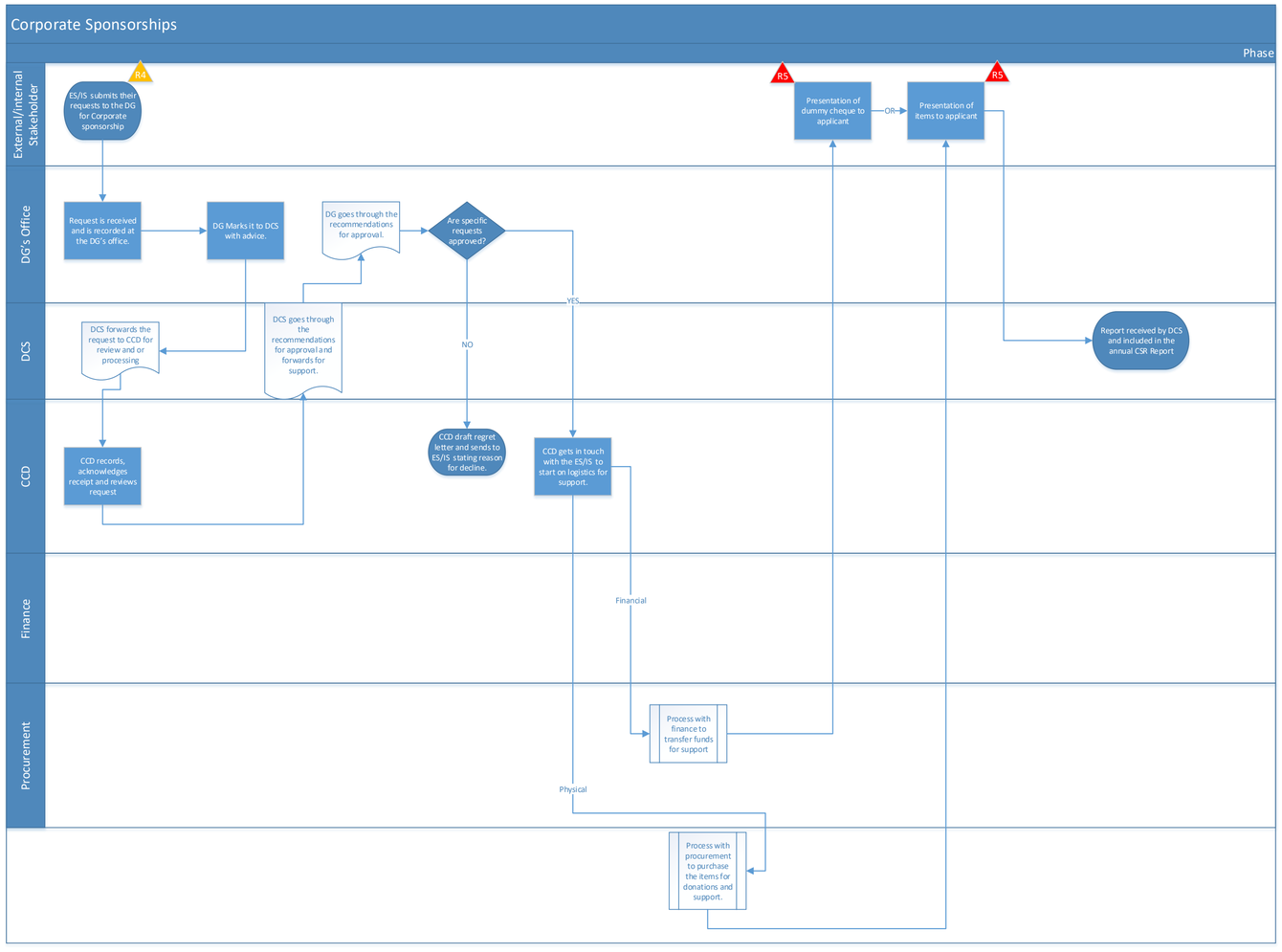
Corporate Sponsorships
Phase
External/Internal Stakeholder
DG's Office
DCS
CCD
Finance
Procurement
R4
ES/IS submits their requests to the DG for Corporate sponsorship
Request is received and is recorded at the DG's office.
DG Marks it to DCS with advice.
DG goes through the recommendations for approval.
Are specific requests approved?
YES
NO
DCS forwards the request to CCD for review and or processing
DCS goes through the recommendations for approval and forwards for support.
Report received by DCS and included in the annual CSR Report
CCD records, acknowledges receipt and reviews request
CCD draft regret letter and sends to ES/IS stating reason for decline.
CCD gets in touch with the ES/IS to start on logistics for support.
Financial
Process with finance to transfer funds for support
Physical
Process with procurement to purchase the items for donations and support.
R5
Presentation of dummy cheque to applicant
OR
R5
Presentation of items to applicant