

PROCEDURE FOR THE AUTHORISATION OF SPONSORSHIP AGREEMENTS

Procedure for drafting and authorising the document:

- Preparation of the draft agreement in accordance with the template approved by the State Attorney's Office, by means of a report dated 19 December 2018.
- Forwarding of the draft agreement to the Under secretariat of the Treasury and Civil Service for approval. The agreement shall be accompanied by any additional documentation requested by this body.

The twenty-fifth Additional Provision of General Budgeting Law 47/2003, of 26 November, provides that entities in the public business sector may sign and finance partnership and sponsorship agreements for the promotion of activities, subject to a favourable report from the Ministry of the Treasury and the Civil Service.

- Submission of the agreement to the beneficiary entity for signing.
- Report to the Board of Directors of the FNMT-RCM.

Mechanisms for monitoring sponsorship agreements after they have been concluded and reporting to the Board of Directors:

- Generation of a purchase order in SAP that has a cost centre assigned to it.
- Subsequently, when the document to be submitted to justify the payment (in some cases the agreement itself, in others an invoice, depending on the articles of the contract) has to be validated, the authorisation of the approving bodies of that cost centre will be requested.
- Once approved, the accounting of the operation will be completed and payment will be made in accordance with the established payment terms.

It should be noted that these types of agreements do not usually have a long duration and that they are not usually extended in order to allow their auditing and to adapt them to the legal requirements as they are approved.