Application for funding of a PSI

STEP 01

- Complete application form and attach the PSI Audit Approval form and Safety Audit quote to it. Submit.

STEP 02

- We'll assess the application and email you the **Outcome**
- Book the Safety Audit and request a tax invoice
- Upload this tax invoice to **Payment Request- Invoice Upload** form in your submission.

STEP 03

- Once full PSI Recommendations are complete, fill out the **Variation** form in your submission and attach all quotes

STEP 04

- We'll re-assess the application and email you the **Outcome**
- Book approved services and request tax invoices from suppliers

STEP 05

- Attach all tax invoices to the **Payment Request - Invoice Upload** form in your submission. Submit.
- Once all invoices are paid, you'll receive a Closure communication

THE SALVATION ARMY

FSP Portal
Completing an Initial Application

STEP 01

Commence application. Answer all fields and check the risk and safety assessment dates for recency (2 weeks).

STEP 02

List all items in the application as GST exclusive value unless it's not applicable - such as vouchers for housing establishment items

STEP 03

Attach evidence (such as a quote or shopping cart) for each item in the application. DO NOT attach tax invoices - this stage comes later.

STEP 04

You must explain how each item supports client goals - do not omit this information - there is a specific field in the application to complete.

STEP 05

Share the application with your team leader who will submit it

THE SALVATION ARMY

FSP Portal
Variation Form

STEP 01

- You may need to vary costs in an application. We insert this form into your submission.

- Click on the **Variation form link** in your submission

STEP 02

- Items from the original application will appear.
- You can increase, decrease, add, remove or leave an item unchanged.
- You MUST attach evidence (such as quotes - NOT Tax invoices) for each item that you vary.

STEP 03

- Review and Save. Your team leader will submit this form.

STEP 04

- We'll reassess the application containing the requests and or values, and issue you with the **Outcome**.

THE SALVATION ARMY

FSP Portal
Payment Request - Invoice Upload Form

STEP 01

Click on the **Payment Request - Invoice Upload** form in your submission

STEP 02

Attach all tax invoices to the form to reduce the number of submit requirements. PSI is an exception as it is a two phase process.

For PSI - We'll insert two forms to accommodate for pre and post audit tax invoices

STEP 03

Review and save the form. Your team leader will submit this form