

Policy & Procedure Manual

INVOICES FOR PAYMENT – FD-IV-6

POLICY

All invoices will be approved for payment by the Executive Director or designate.

PURPOSE

To allow the Executive Director to monitor approved expenditures.

PROCEDURE

1. All invoices will be stamped with the Accounts Payable stamp and will have attached the purchase order or purchase request form, and a goods received/packing slip will be attached, if appropriate.
2. The vendor number, distribution and amount will be completed and authorizations verified by Finance staff as per Delegation of Authority Policy FD-VIII-5.
3. All invoices/cheque requisitions will be input into the ADAGIO Accounts Payable module. A batch listing is printed, the invoice totals are taped and the total matched to the batch listing. The Finance staff will review, verify input and initial.
4. The batch listing and source documents will be forwarded to the Director, Finance and Administration for review and the batch listing will be signed.
5. The batch will then be forwarded to the Executive Director for approval of each payment to be processed.
6. After payment approval has been received, the payments will be produced and forwarded to the approved cheque signing authorities for signatures.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: May 1994

AUTHORIZED BY: Executive Director

SIGNATURE:

