Purpose:

To ensure that all invoices are valid and paid in a timely manner.

Provincial Invoices

- All invoices are to be processed within 48 hours of receiving them.
- When an invoice is received, the staff person who charged the item is responsible for filling out a cheque voucher. All information should be included on the cheque voucher, such as name of vendor, description of invoice, date of invoice, invoice number and vendor address.
- Once the cheque voucher has been filled out, the supervisor responsible is to initial the voucher, indicating to the President and CEO that it was an approved expense. The President and CEO will give final approval of an expense by signing off on the voucher and dating it.
- The Director of Finance and Operations will issue cheques on a bi-weekly basis (minimal).

Regional Invoices:

- All invoices are to be paid on a bi-weekly basis (minimal). (Regional Treasurer is to issue cheques no less than every two weeks)
- All invoices will be sent to the Regional Treasurer for payment and are to be approved by the Regional Leader.