

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

SUBJECT: Cheque Runs	POLICY NO.: 4.2 PAGE 1 of 1
FILE UNDER SECTION: 4	EFFECTIVE DATE: October 21, 1992 REVISION DATE: October 2004 APPROVAL DATE: October 21, 1992

PURPOSE

To ensure the safeguarding and efficient use of Agency monies.

POLICY

Cheque runs will normally be processed bi-weekly, the date of which shall correspond to payroll.

PROCEDURE

- 1.0 Invoices for payment shall be submitted to Accounts Payable no later than 10:00 A.M. the Monday before the cheque run. All invoices must include the following:
 - 1.1 Vendor name and address.
 - 1.2 Date of purchase.
 - 1.3 Description of goods and/or services purchased.
 - 1.4 Date payment is due.
 - 1.5 Appropriate authorization.
 - 1.6 Account code.
- 2.0 Should no invoice be available, a Cheque Requisition (Form No. 1 - CA) is to be completed and submitted to Accounts Payable and must meet the criteria as stated in Section 1.0.
- 3.0 Cheques will normally be issued by 2:00 P.M., Thursday.
- 4.0 Should it be required to issue a cheque between scheduled cheque runs, the invoice or Cheque Requisition must be submitted to Accounts Payable for payment. The invoice or Cheque Requisition must meet the criteria as stated in Section 1.0 and must be authorized by the Director of Administrative Support Services or designate.