



Accounts Payable – Check Request

Accounts payable checks are issued weekly. Checks will be available each Tuesday afternoon. The Financial Services department will process invoices and Funds Request forms submitted by 12 noon each Friday. If Monday or Tuesday is a holiday, checks will be available on the next business day.

Invoice for Payment

Employees who submit an invoice for payment must provide the following information on the invoice. On the upper right-hand corner of the invoice, the following information must be provided:

- 1) Program that pertains to the request;
- 2) Description of the expense (if an adequate description is not listed on the invoice); and
- 3) Signature or initials of employee making the request.

Funds Request – Procedures for Submission

Employees may submit requests for funds to be used for their customers and/or purchase of equipment or services to be used for company business purposes. Funds Request forms can be found on the company website under Staff Forms.

When submitting a Funds Request form, employees must provide the following information to their supervisor and/or the Financial Services office:

- 1) Name of person or company who is the payee for the check;
- 2) Amount of the Fund Request;
- 3) Description of the expense;
- 4) Program that is responsible for Fund Request;
- 5) Signature of employee making the request; and
- 6) Approval by appropriate supervisor or administrative team member.

Company Credit Card – Request for Use

To request use of the company credit card, a Funds Request form must be submitted to Administrative Services before the credit card can be issued to the employee. After the purchase is made, the credit card and the receipt for the purchase must be returned to the Administrative Services office within 24 hours of making the credit card purchase. Administrative Services will forward the receipt to the Financial Services office.

Spending Authority

All Funds Request forms and invoices must be signed or initialed by the employee submitting the request. All Funds Request forms must be approved by an Operations Officer, Vice-President or President. Spending authority for Operations Officers is limited to \$750. Vice-Presidents will have spending authority up to \$5,000.