



Payment Procedures

Administrative Procedure 5.090

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16, 18

Legal Reference:

Date Adopted: June, 2012

Date Amended: December, 2021

Date Reviewed: April 2019, December, 2021

Payment Procedures

All suppliers shall render invoices for materials, supplies, services and equipment after delivery to the school or other departments in the District.

The warehouse personnel shall immediately forward to the Secretary-Treasurer's office the receiving copy of the purchase order or the vendor issued packing slip with the recorded receiving number, date-stamped and signed, indicating that the items have been received in a satisfactory condition and in the quantity indicated.

The Secretary-Treasurer's office shall check all invoice extensions and totals for accuracy, match the invoices against approved purchase orders and upon receipt of properly authorized receiving copies, shall process cheques for payment to suppliers.

All invoices processed for payment shall be approved by the Secretary-Treasurer.

The Board of Trustees shall receive a cheque register at their Regular Meeting for information after review and approval.