



## Payment Procedures

### Administrative Procedure 5.90

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

**Legal Reference:**

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**Date Adopted: 1976**

**Date Amended:**

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#### Payment Procedures

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

All schools and other departments shall immediately forward to the Secretary-Treasurer's office the receiving copy of the purchase order bearing the signature of the requisitioner indicating that the items have been received in a satisfactory condition and in the quantity indicated. In instance of a partial shipment, a signed copy of the supplier's delivery receipt shall be submitted.

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 list of cheques monthly at their Regular Meeting for review after review and approval.