

RIVERSIDE HEALTH CARE FACILITIES INC.

Emo, Fort Frances, Rainy River

POLICY

ISSUED BY: Chief Executive Officer NUMBER: BA-IV-15 PAGE: 1
DATE - ORIGINAL: 08/78
CATEGORY: Administration DATE - REVIEWED: 09/03
DATE - REVISED: 07/84; 09/86; 10/88; 04/90; 06/94; 07/97; 05/00
DISTRIBUTION: All 03/11
AUTHORIZED BY: Chief Executive Officer

AUTHORIZATION FOR PAYMENT

1. All invoices or other requests for payment concerning routine corporation purchasing of supplies and equipment must be authorized by the Director, Materials Management or designate, prior to processing for payment, except for routine food supply purchases for the Dietary Department which are authorized by the Director, Food Services, or designate.
2. All invoices concerning routine purchasing of drugs and pharmacy supplies must be authorized by the Manager, Pharmacy prior to processing for payment. All invoices concerning utilities must be authorized by the Director, Engineering & Environmental Services prior to processing for payment. All invoices concerning continuing education must be authorized by the Director of the area up to a total cost of \$1,500.00. Continuing education requests over \$1,500.00 must be authorized by the President & Chief Executive Officer or the Executive Vice-President.
3. All invoices or other requests for payment of corporation funds not covered under 1 or 2 above must be authorized by the President & Chief Executive Officer or the Executive Vice-President, prior to processing for payment. Invoices, other than for routine supplies and equipment, that pertain to a specific functional centre are to be reviewed and authorized for payment by the applicable management staff.
4. When expenses for travel, seminars, or conventions are estimated to exceed \$250.00, advances for travel are to be authorized by the Director. Final expense claim and receipts are authorized by the individual's director.
5. Accounts payable cheques & invoices are reviewed by the Director, Finance and Systems, or designate after processing to verify correctness and proper coding.
6. Accounts payable and payroll cheques are mechanically signed by the Director, Finance and Systems, or designate prior to issue.

7. Processing of accounts payable is to be in accordance with the accounts payable procedures.
8. All payments of funds must have a properly authorized invoice or a properly completed and authorized requisition for cheque form in place prior to such payment being processed.

Signature: _____



Date: _____

Mar 2011