



Authorization to approve invoices

Policy 4.16

Section:	Finance and Risk		
Approved By:	Council	Public:	Yes
Approved Date:	September 16, 2021	Review Schedule:	Every 3 Years
Effective Date:	September 16, 2021	Last Reviewed:	September 2023
Amended Date(s):		Next Review Date:	September 2026

Purpose

The purpose of this Policy is to set out the authority to review and approve invoices before payment is processed in accordance with Policy 4.4, Bank Signing Authority.

Policy

Any one of the College's Directors or General Counsel, or staff person authorized by the Registrar & CEO, may review and approve the payment of an invoice for goods or services provided by a contractor or supplier from whom the College receives goods or services procured in accordance with Policy 4.10, Procurement of Goods and Services Policy.

The purpose of the review and approval is to confirm that the goods or services have been delivered or received satisfactorily in accordance with any agreement, statement of work, or other provisions established in accordance with Policy 4.10.