

Approval of Payments - Appendix A

	Payment to Vendors	Payment for Loans & Grants	Payment to Employees & Board Members	Employee Payroll
Spending authority was properly executed (<i>by examining and verifying the signature of the employee with appropriate spending authority</i>)	X	X	X	X
Payment complies with applicable legislative and NBCC requirements	X	X	X	X
The payment document such as (AV, Travel Claim) is original, arithmetically correct, and is for the amount payable.	X	X	X	--
Payment is being made to the correct vendor / employee (<i>Vendor / Employee Number is correct</i>)	X	X	X	X
Pay Date is in accordance with government policy	X	X	X	X
Applicable HST /GST has been calculated and coded to proper receivable (account 0102)	X	--	X	--
FIS coding for expenditures or liability being paid is correct	X	X	X	X

<p>The invoice is original (or certified original) and</p> <ul style="list-style-type: none"> • charges are for quantities received • prices correct and as per contract • calculations and amount payable are correct 	X	--	--	--
<p>Receipt of goods or services is indicated by signature of receiving personnel and "date received" on receiving slip.</p>	X	--	--	--
<p>Travel expenditures and per diem allowances are accurate, properly authorized and payment is in accordance with travel regulations or applicable Board of Governors approval.</p>	--	--	X	--
<p>Employees are correctly set up in HRIS, and applicable spending authority exercised.</p>	--	--	--	X
<p>Time worked by employees (<i>overtime hours and weekly time sheets for casual appointments</i>) is properly authorized.</p>	--	--	--	X
<p>Bi-weekly payrolls have been balanced in accordance with procedures from the Corporate Payroll Office, Finance</p>	--	--	--	