# ACCOUNTS PAYABLE – PURCHASING, PAYMENTS, CHEQUES AND DISBURSEMENTS

## Background

The purpose of this administrative procedure is to define the business rules for authorizing accounts payable transactions and invoices, making payments and retaining accounts payable source documents. This administrative procedure is intended to facilitate the efficient and accurate payment of STEM Collegiate accounts in accordance with all relevant requirements.

All revenue generated or collected on behalf of STEM Collegiate including provincial grants, fund raising, donations, and fees is revenue of STEM Collegiate Society. Charter Board Policy or Administrative Procedures may authorize School Council or staff to generate or collect funds, and to make expenditures on behalf of STEM Collegiate.

## Definition

"Authorized Vendor" means an organization or professional licensed to sell goods and/or services to the public.

## Procedures

1. STEM Collegiate will attempt to obtain the maximum value for each dollar expended consistent with wise educational decisions and accepted purchasing practices. Consideration is given to:
    1.1. The supplier's reputation and experience;
    1.2. The ability to deliver or perform within the time specified;
    1.3. The ability to provide after-sales maintenance and service; and
    1.4. Past experience on previous orders.
2. To the extent that it is reasonable and efficient, STEM Collegiate supports the concept of centralized purchasing to serve the needs of the School.
3. Supporting Documentation and Payment Methods

3.1. Original invoices/receipts from authorized vendors must be attached to support expense claims. If an original invoice/receipt is lost, the claimant must contact the supplier or service provider for a duplicate.

3.2. Invoicing is the preferred STEM Collegiate method for making vendor payments. In instances where invoicing is not possible, the STEM Collegiate Credit Card is the preferred method for making vendor payments.

3.3. Invoices/receipts from authorized vendors will be paid by cheque.

4. Cheque Request

4.1. Original receipts are required for all business-related expenditures and reimbursements.

4.2. All employees requisitioning payments to be issued for invoices/receipts from authorized vendors must accompany the supporting documentation with an Expense Submission Form. A cheque request will not be processed until an expense form with one-over-one approval and an original invoice/receipt from authorized vendors has been received.

4.3. All invoices/receipts from authorized vendors, especially out-of-pocket expenditures, shall be submitted before the 15th day of the subsequent month.

4.4. Out-of-pocket expenditures must have proof of payment accompanied with the cheque request.

5. Approvals and Accountabilities

5.1. Approval for expense claims must be obtained from the next reporting level of authority (one-over-one approval). One-over-one approval may be overcome for items that have been formally pre-approved (i.e. items budgeted on instructional resource budgets).

5.2. Misuse of STEM Collegiate funds through the company credit card or any other means may result in disciplinary action including termination with cause. Employees are expected to obtain the permission of their supervisor before making purchases of items or services that may be perceived as a personal benefit, or of limited benefit to students.

6. Right of Set-Off

    6.1. If a payee personally holds a credit in STEM Collegiate's name, these funds may be deducted from any payments issued.

    6.2. Set-offs must be authorized by the Secretary-Treasurer.

**Approved: August 2023**