

**MANAGEMENT GUIDELINES FOR
INVOICE APPROVAL**

MG-FIN-12.6

COMMITTEE:	Finance & Infrastructure Committee	IMPLEMENTED:	15 October 2015
TOPIC:	Finance – Purchasing & Payment Approval	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

The purpose of this Guideline is to outline the process for reviewing and approving supplier invoices by an authorized payment approval authority. This Guideline applies the approval of all library invoices, including invoices for Library Collections Materials.

This Guideline should be read in conjunction with *MG-FIN-12.3 Purchase and Payment Approval Authority – Library Collection Materials* and *MG-FIN-12.4 Purchase and Payment Approval Authority – Other than Library Collection Materials*.

DEFINITIONS

Approval - includes electronic approval, hand-written signatures or initials, emails and other forms of electronic approval but does not include verbal communication.

Disbursement Voucher - a document used for employee reimbursements or for payments to suppliers only when no invoice is issued by the supplier. This document is required to be approved by a Payment Officer within his/her approval authority limit.

Invoice - a document prepared by a supplier of goods or services listing all the items sold or service provided, and presented to the District Finance and Technology Division for payment on behalf of the Library.

Payment Officer- an employee of the Library who is assigned the authority to approve the processing of payments for goods and/or services once they have been received.

Purchasing Officer - an employee of the Library who is assigned responsibility for purchasing goods and/or services.

PROCEDURES

All supplier invoices being submitted to the DNV Finance and Technology Division for payment on behalf of the Library must be marked with the following information (or have this information attached):

- a) The account code (ie. Business Unit and Object Account, together with any applicable Work Order)

- b) Initials or signature of Payment Officer, indicating approval of the invoice for payment
- c) The Purchase Order number (if applicable)
- d) Evidence that the goods or services have been received in good condition, if that needs to be obtained from a staff member other than the Payment Officer

The Payment Officer shall compare the invoices to the Purchase Order (if applicable). Any differences identified must be explained and reconciled prior to approving the invoice for payment.

The Payment Officer shall ensure the invoice can be paid within the budget allotment before approving the invoice for payment.

To provide adequate segregation of duties, the Payment Officer should be someone other than the Purchasing Officer. If there was no Purchase Order applicable to this invoice, then the Payment Officer should be someone able to provide adequate knowledge of the appropriateness of the supplier charges.

Payment approval limits are outlined in *MG-FIN-12.3 Purchase and Payment Approval Authority – Library Collection Materials* and *MG-FIN-12.4 Purchase and Payment Approval Authority – Other than Library Collection Materials*.

RELATED POLICIES AND GUIDELINES

- B-FIN-12 Procurement, Purchasing and Payment Approval
- B-FIN-13 Environmental Purchasing
- MG-FIN-12.1 Procurement – Library Collection Materials (*pending*)
- MG-FIN-12.2 Procurement – Other than Library Collection Materials
- MG-FIN-12.3 Purchasing & Payment Approval Authority – Library Collection Materials (*pending*)
- MG-FIN-12.4 Purchasing & Payment Approval Authority – Other than Library Collection Materials