

Petty Cash Purchases

The limit on any routine purchase of goods, services, etc., by cash shall be \$400.

For purchases over \$400, the item(s) must be obtained through invoicing or by cheque, unless authorized by the Executive Director or Director or the Director of Finance.

Gasoline Credit Card

Gasoline credit cards are to be used for the purchase of gas, oil and wiper fluid for Society-owned vehicles. Repairs are to be paid for through invoicing or by cheque.

Other Credit Cards

No one may obtain a credit card in the name of the Society of Saint Vincent de Paul without approval from the Executive Director of the Greater Toronto Central Council.

Recurring Needs for Particular Goods or Services

Each Program Director shall maintain a list of reliable suppliers for guidance and direction when purchasing routine goods or services and will regularly ensure that these suppliers maintain competitive pricing. New suppliers must be authorized by the Director of Finance or the Executive Director.

New Accounts for Goods or Services

The opening of new accounts for goods or services shall be authorized by the Executive Director or Director of Finance.

Invoice Approval

No invoice may be paid until the following procedure has been completed:

Each Program Director will check each invoice against goods received, sign to indicate approval, and return the invoice to the Director of Finance for payment. All accounts shall be made out to the Society's head office address. Accounts will be paid when both the statement and referenced invoices are received by the Finance Department.

Cheques to pay suppliers' invoices will only be sent to physical addresses.