

NAME OF POLICY: APPROVAL OF INVOICES/SIGNING CHEQUES

PREAMBLE

NBHPCA Directors are located in various zones throughout the Province. Past practice involved 2 Directors signing several blank cheques when they were together at a Board meeting. These cheques were then used at a later time to pay expenses.

PROCEDURE - Invoices UNDER \$1,000

All invoices under \$1,000 shall be approved by either the Treasurer OR President. For efficiency purposes, invoice approvals can be obtained by email if required.

All cheques are to be signed by one signing officer (Treasurer) who has authority filed with the bank.

PROCEDURE - Invoices OVER \$1,000

All invoices over \$1,000 shall be approved by the Treasurer AND one other Director. For efficiency purposes, invoice approvals can be obtained by email if required.

All cheques are to be signed by one signing officer (Treasurer) who has authority filed with the bank.

CONTRACTS, DOCUMENTS and other INSTRUMENTS

All contracts, documents and other instruments shall be signed by both the President AND Secretary.

Approved By: NBHPCA Board of Directors

September 30, 2022