



## Financial Policies

### 3.2 Payment of Accounts

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<b>Policy</b>	Financial Policies – 3.2 Payment of Accounts
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<b>Purpose</b>	To establish procedures for the authorisation, payment and approval of accounts.
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<b>Status</b>	
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## Policy

That the procedures for the authorisation, payment and approval of accounts be as follows –

1. that an order form be issued for the purchase of goods and services except in the case of small purchases from petty cash
2. that all purchases from petty cash be acquitted by a receipt.
3. that where feasible and practical, price be negotiated in advance of a purchase and recorded on the order form.
4. that invoices, where practicable, be certified by the person who placed the order so as to indicate –
  - i) that the purchase was duly authorized; and
  - ii) that the goods and services were received in a satisfactory condition, or to a satisfactory standard, and the price and computations on the invoice are correct
5. that the CEO place a list of accounts paid, including credit card purchases under delegated authority before the Council each month in accordance with Financial Management Regulation 13 (1) (together with vouchers and invoices) for recording in the minutes.



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6. that two signatories be required to all cheques –

iii) the CEO (or Acting CEO in his/her absence or inability) and Senior Administration Officer or the Manager of Development Services.

## Special Note:

See also Delegation No. 2.2

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### Adopted/Amended

18 September 2000

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### Reviewed

June 2024

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