

Payment reimbursement

Category:	Finance	Version:	1
Date of Issue:	01-11-08	Contact:	Finance Officer

Purpose

To provide guidance on who is authorised to order goods and services, sign-off on supplier payments and apply for financial reimbursement.

Policy

1. For a payment to be authorised, it must be consistent with the vision of Northey Street City Farm and must have been budgeted for, or there must be funds available.
2. A planned purchase needs to have verbal authorisation from the appropriate team coordinator.
3. To ensure a collaborative approach is taken to purchases, and to safeguard against fraud, all orders and accounts must be approved by the appropriate team coordinator.
4. Receipts must be kept and attached to a reimbursement form, or in the case of no official receipt, the claimant may write a receipt and have it approved by a Finance Team member.

Procedures

1. Purchases may be made by the following means, listed in order of preference:
 - a. store credit from approved suppliers (give your name in place of an order no.),
 - b. credit card,
 - c. cash from floats,
 - d. cash from personal funds.
2. The reimbursement form needs to be signed by the appropriate team coordinator and counter-signed by two members of the Management Committee.
3. Forms must be filed in the Finance in-tray. Payments are made weekly after 10.00 am each Tuesday.
4. All outstanding accounts are paid fortnightly by electronic transfer. This is the preferred payment form, as cheques and postage waste environmental resources and time.

