

Service StandardsControl Standards13. **INVOICES:**

Within five days of receipt of invoice from program managers, invoices must be reviewed and approved for payment or the manager informed that budget funds are unavailable.

Must be coded correctly and represent bona fide department expenses, and there must be sufficient funds available to cover payment.

14. **O.G.D.'S:**

Within five days of receipt of invoice, it must be reviewed and approved for payment, or the manager informed that budget funds are unavailable.

Must have signatures from appropriate O.G.D. signing officers, and expenditure authority must exist at the Post.

15. **PAYMENT:**

Cheques will be sent three days before the supplier's due date.

Blank cheques/bank drafts must be physically controlled, appropriate signing officers must be authorized, and cheque distribution must be controlled.

16. **REQUESTS FOR URGENT FUNDS:**

Up to \$500.00 in local currency must be available immediately (Petty Cash) and up to \$10,000 within 24 hours.

There must be adequate control over petty cash, travellers' cheques, and any other "last minute" fund mechanisms. These funds should be monitored and restricted.

17. **AUDIT:**

Pre-Audit - Notification of disallowed amounts must be received by program managers within five days of the date the invoice was submitted.

Post-Audit - Audit observations should be received by program managers by the end of the second month following the month of disbursement.

A review of all disbursement documentation must be performed regularly (pre or post audit). Timely notification of irregularities is required; post audit notification should be received at the Post before the end of the second month following the month of the transaction.