

 YUKON ENERGY Goods & Services Guidelines GS-017	DEPARTMENT:		INQUIRIES TO:	TOPIC:	
	All		Corporate Services	Invoice Approval Guideline	
	ISSUED:		REVIEW DATE:		APPROVED BY:
	March 2006		February 2009		_____ Director, Corporate Services

1.00 Purpose

1.01 The process for approving invoices or ‘signing off’ a purchasing agreement invoices requires the attention, diligence and cooperation of three areas:

- Owner’s Designate (Owner Department);
- Corporate Services; and
- Accounts Payable

2.00 Responsibilities

2.01 **Owner’s Designate** is responsible for ensuring that that the work being billed for has in fact been completed and to the satisfaction of the owner department.

- Audit invoice and verify that the scope of work or deliverables invoiced for is identified within the contract;
- Audit invoice to verify that the invoice has correct pricing and is according to any specified billing schedule;
- Attach all back-up documentation;
- Verify the coding is correct;
- Affix authorized signatory to invoice confirming goods and/or services have been completed to the satisfaction as identified within the scope of the contract;
- Obtain budget owner’s signature and
- Once the invoice is signed, forward the invoice to the Corporate Services for their review, recording and approval.

2.02 **Corporate Services** is responsible for ensuring that the commercial terms and conditions of the contract have been adhered to and to track the progress of the contract in terms of the financial encumbrance and the release of funds through the approval process.

- Verify that the owner’s designate and the budget owner has authorized the invoice within their financial authority. If either signature is absent, the invoice should be returned to the owner’s designate;
- Verify that the vendor has satisfied all regulatory and statutory obligations (e.g. insurance, WCB, guarantees, warrantees, etc.);
- Verify that all commercial terms and conditions have been satisfied by the contractor;
- Verify proper purchasing agreement reference number;
- Ensure that invoice has not exceeded the financial limit or the timeframe stipulated in the contract and/or change orders;
- Verify that the invoice has not already been paid;
- Verify there are sufficient funds remaining on the purchasing agreement;
- Record invoices accordingly (files, logs, etc); and

- When the invoice has met the criteria, sign and forward the invoice to Accounts Payable for processing.

2.03 **Accounts Payable** is responsible for ensuring that there are two authorized signatures and that they have the accountability for the level of expenditure as per FA-004 Signing Authority Guidelines.

- Forward invoice to owner's designate for approval or disapproval;
- Upon return of the invoice from the Corporate Services, verify that there are three authorized signatures on the invoice, owner's designate, budget owner and Corporate Services. If any invoice fails to have the authorized signatures, accounts payable should return the invoice to the area(s) requiring a signature;
- When accounts payable receives an invoice with three correct signatures, this is notification of, and satisfies the requirement for due diligence and they may proceed to make payment; and
- Accounts payable to perform final check for accuracy, record and process invoice for payment.

3.00 **Signing Authority**

3.01 All invoices are to be approved only by authorized employees in accordance with the Corporation's Signing Authority Guideline.