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Authority to Make Payments Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Authority to Make Payments Policy & Procedure

Policy

This policy identifies the process that must be followed in the signing of cheques and authorising of Electronic Funds Transfer (EFT) payments or purchasing of goods and services using a corporate card on behalf of Pathways SouthWest Inc.

Procedures

- Eligible signatories are the President of the Board of Management, Treasurer and members of the management team.
- All payments i.e. EFT and/or cheque must contain two eligible signatories.
- All EFT Payments must be authorized by two eligible signatories, using the Personal Access Number for online banking, security code and the code from the Bankwest toggle.
- Any two of the above have the authority to sign cheques and authorise EFT payments for payroll and tax invoices.
- Signatories cannot sign a cheque made payable to themselves or authorize an EFT payment to themselves.
- Only members of the management team are allocated a corporate credit card. The application for the card, including the credit and transaction limit is completed and signed by the two members of the Board of Management.
- The corporate card, and associated PIN is to be stored securely and can only be used for authorized purchases of goods and services for Pathways SouthWest.

Related documents:

Financial Delegation Policy and Procedure

Fraud Risk Management Policy

Reimbursement of expenses Policy

Budget Planning Policy

Staff Code of Conduct Policy