

# FINANCIAL POLICIES

## SECTION III

One of the keys for a successful Students' Union is to have the ability to manage its finances properly. These policies will enable the board to use the funds available with efficiency and accountability.

## Financial Policy #1

### **Payment Process**

ADOPTED: December 14, 2017

AMENDED:

#### **Preamble**

- 1.1 The purpose of this policy is to provide a clear process on how to obtain payments, complete check requisitions and receive approval for expenses.

#### **Scope**

- 1.2 This policy applies to internal operations of finances and all executives, board members, full time staff, part time staff, volunteers and employees of the organization.

#### **Definitions**

- 1.3 Volunteer: Is any member of a Students' Union who is not paid a salary or an honorarium.
- 1.4 Non-arm's length transaction: Is a transaction between two parties where one party may have a personal relationship with a staff or executive member or their family or friends

#### **Protocol**

- 1.5 To obtain a payment for a vendor / reimbursement appropriate Cheque Requisition Form must be filled and submitted to Finance. Payment mode can be cheque or Wire Transfer
- 1.6 List of Cheque Requisitions available (See Annexures)
  - I. Cheque Requisition – General (Annex 1)
  - II. Cheque Requisition – Events & Equity (Annex 2)
  - III. Cheque Requisition – Health & Dental (Annex 3)
  - IV. Cheque Requisition – GCUs, Course Union and Student Groups (Paid through associated Budget accounts) (Annex 4)
  - V. Cheque Requisition – GCUs, Course Union and Student Groups (Paid through associated Trust accounts) (Annex 5)
- 1.7 Cheque Requisitions must be submitted before 6:00PM on Wednesday and Cheques will be ready for collection on Friday 12:00 Noon
- 1.8 Expenditures deemed unreasonable or inappropriate shall not be reimbursed.

- 1.9 The President shall have the authority to invoice the department Head/Exec for any inappropriate use of the personal expense account(s).
  
- 1.10 These details in the Cheque Requisitions include but are not limited to:
  - I. 'Payee Name' in block capital letters
  - II. Date of use and Detailed Description and rationale for the expense
  - III. Appropriate budget line
  - IV. Acceptable form of reimbursement deliverable
    - A. Itemized original receipts are mandatory.
    - B. Credit card payment slips are not sufficient. If a receipt does not have itemized amounts, the group or individual risks not getting reimbursed.
    - C. Receipts from cash registers and invoices are acceptable forms of reimbursement deliverables.
    - D. Invoices must have, at least, the vendor's address and contact information and GST/HST numbers where applicable.
    - E. If receipt is lost and seeking for reimbursement Executive Committee approval is required
    - F. In special cases, if approved by Executive Committee, RSU will accept printouts of bank account and credit card statement however, the signing authorities will use their discretion in determining whether the information is sufficient for reimbursement.
    - G. Invoice/Receipt date should be within 30days from the date of cheque requisition
    - H. If date of the invoice is beyond 30 days Execs needs to approve to process the payment
    - I. Attach the itemized receipts in the order listed in cheque requisition
    - J. Order Confirmations are not acceptable as receipts
    - K. Photocopied invoices will not be accepted
    - L. Credit card statement should be attached for foreign currency payment if not current rate would be applied to process.
    - M. Sponsorship requests should be attached along with approved meeting minutes
  - V. Required approvals (emails, meeting minutes, Agreements) and signatures are mandatory before submission
  
- 1.11 In the case that an event is organized with a budget of over \$1000. The detailed budget should be submitted to Finance no less than 30 days prior to the event.
  - I. Details should include , but are not limited to:
    - A. name of confirmed vendors and relevant contact information

- B. money already spent
- C. sponsorship revenue, etc.

- 1.12 Board Events should be approved by Exec before the event takes place.  
As soon as a Board Event is approved it should be communicated to Finance.  
Expenses related to Board Events without prior approval will not be reimbursed
- 1.13 Only budgeted expenditures shall be permitted.
- 1.14 Expenditures that are over budget will require approval from the exec committee.
- 1.15 Wherever practical and reasonable, the employee purchasing the good or service must obtain a minimum of three price quotes.
- 1.16 Expenses incurred without the approval of the Executives or the Board are the responsibility of the purchaser and may be denied for reimbursement.
- 1.17 Alcohol, excluding stock for a licensed event or venue, may only be expensed if approved by the Executive Committee.
- 1.18 The amount budgeted under Expense Accounts may cover expenses associated with recognizing and rewarding staff and volunteers (Non-Staff), including, but not limited to, food at meetings, etc.
- 1.19 Prior approval must be obtained from Exec committee if you want to make any non-arm's length transaction. If there is no prior approval payment/reimbursement will be denied. If individual of the organization fails to communicate a non-arm's length transaction before it takes place then individual must reimburse all payments.
- 1.20 If staff, Management or Exec requires any software or small Equipment for operational reason it should be approved at the Exec level before purchase . If not expense may not be reimbursed to the individual
- 1.21 Stationery purchases should be made through RSU Internal Coordinator
- 1.22 Financial Controller has the authority to deny payments approved by President, Vp.Operations and General Manager and take it to the Exec approval if he/she feels the payment is not legitimate

Table 1

<b>Expense Types, Amounts and Approval Process</b>			
<b>Type</b>	<b>Amount</b>	<b>Level of Approval</b>	<b>Comments</b>
Expenses,Reimbursements, Capex	<= \$5000	Exec	Not Budgeted
Expenses,Reimbursements, Capex	>\$5000	Board	Not Budgeted
Expenses, Capex	>\$5000	Exec	Budgeted
RSU / Non-RSU Group Funding	<= \$2500	Exec	
RSU / Non-RSU Group Funding	> \$2500	Board	

Table 2

<b>Level of approvals</b>	
<b>Title</b>	<b>Level of Approval</b>
President	General Manager or Financial Controller or Vice President Operations
Vice Presidents'	President or General Manager or Vice President Operations
General Manager	President or Vice President Operations
Financial Controller	President or General Manager or Vice President Operations
Staff (Fulltime & Part-time)	Supervisor or Exec as per the reporting hierarchy or General Manager or Financial Controller

Financial Policy #2

## **Cheque Signatories**

ADOPTED: December 14, 2017

AMENDED:

### **Preamble**

- 2.1 This policy works to break down all information necessary for signing officers to fulfill their role.

### **Protocol**

- 2.2 Only the following individuals have cheque signing authority:
- Executive:
    - President
    - Vice President Operations
  - Management
    - General Manager
    - Financial Controller
- 2.3 All cheques require two signatories.
- 2.4 Cheques more than \$2000 must be signed by one individual in the "Executive" category, and one individual in the "Management" category; If its less than or equal to \$2000 can be signed by any of the two signatories.

## Financial Policy #3

### **Contracts**

ADOPTED: December 14, 2017

AMENDED:

#### **Preamble**

- 3.1 This policy is to outline the process individuals within the Ryerson Students' Union must undergo in order to obtain a validly signed contract on behalf of the RSU.

#### **Protocol**

- 3.2 Before any contract is signed, the terms of agreement must be discussed amongst all the executives.
- 3.3 Details of any contract entered into by the RSU must be relayed to the President, General Manager and Financial Controller. If a contract is not communicated Financial signing officers have the ability to deny a contract in consultation with the executive committee. These details may include but are not limited to the:
- Payment amounts associated with contract
  - Length of contract
  - Expenses associated with termination of contract
  - Budgeted Line Item and available funds
  - Payment terms of the contract
  - Alternatives to said contract
  - Justification for entering the contract

Financial Policy #4

## **Corporate Credit Card**

ADOPTED: December 14, 2017

AMENDED:

### **Preamble**

4.1 The Ryerson Students' Union currently holds credit cards that are used for operational and capital purchases. This policy regulates the use of these credit cards.

### **Protocol**

4.2 The following individuals are permitted holders of a Ryerson Students' Union corporate credit card:

- General Manager
- Financial Controller

4.3 As the corporate credit card holders referred to in 4.2, the individuals shall be responsible for purchases made on their card and must be aware of their responsibilities

4.4 All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.

4.5 Once the credit card statement is available, it shall be submitted to the Financial Controller with receipts and approval documents along with **Credit Card Expense Approval Form** (Annex 6)

4.6 Should any transaction be missing a receipt a written letter should be submitted to the Financial Controller providing proper explanation regarding its absence. The Financial Controller in consultation with the Executive Committee has the ability to approve or reject explanation.

4.7 The President/General Manager/Financial Controller shall have the authority to invoice the holder of a credit card for any inappropriate use of a corporate credit card.

4.8 Personal expenditures shall not be made on Students' Union corporate credit cards.



Financial Policy #5

## **Petty Cash**

ADOPTED: December 14, 20177

AMENDED:

### **Preamble**

- 5.1 The Ryerson Students' Union uses petty cash as a means of purchasing items relevant to the operations of the union.

### **Protocol**

- 5.2 Petty cash can be obtained in advance for expenditure up to \$500.00 by filling **Petty Cash Request Form** (Annex 7).
- 5.3 When settling or reimbursing petty cash advances **Petty Cash Expense Approval Form** (Annex 8) must be filled and must be approved by one of the Executives or General Manager or Financial Controller. Form should be attached along with itemized receipt and handed over to finance.
- 5.4 Petty cash advances should be settled within 7 business days
- 5.5 In order to replenish the petty cash, a petty cash reconciliation is completed by Finance Coordinator and approved by Financial Controller.

Financial Policy #6

## **Group Funding Requests**

ADOPTED: December 14, 2017

AMENDED:

### **Preamble**

- 6.1 The RSU represents and manages the finance of multiple groups on campus. The policy clearly outlines the ways of approving group related expenditures.

### **Definitions**

- 6.2 External Group: A group that is not a recognized group of the RSU. This may be an external organization, individual, society student group etc..

### **Protocol**

- 6.3 Student Groups and Course Unions: Funding requests by the Student Groups and Course will go through their respective committee meetings. Cheque Requisitions regarding approved funding require approval from the Campus Group Coordinator and need to be submitted to Finance by the Campus Group Coordinator.
- 6.4 Affiliate Groups: Funding for Affiliate groups will be approved through the Executive Committee. Cheque Requisitions regarding approved funding require approval from the Campus Group Coordinator and need to be submitted to Finance by the Campus Group Coordinator.
- 6.5 Athletic Groups: Funding requests for Athletic Groups will go through the Athletics Committee. Cheque Requisitions regarding approved funding need to be submitted to Finance by the Vice President Student Life & Events.
- 6.6 External Groups: Funding for external groups require a majority approval vote from the Executive committee. After approval of the Executive Committee is given and minuted the Cheque Requisition to provide funding must be submitted by the Vice President Operations.
- I. Any external group requesting for amounts greater than or equal to \$2,500 will be made to the Board of Directors.
  - II. Any expenses that exceed the budgeted amount presented to and agreed upon by the RSU will be the responsibility of the purchasing party. Excess amounts will not be reimbursed without an additional funding request

- III. In order for a funding request to be granted, the decision must be a result of a majority vote of the respective committees
- IV. These decisions must be within the constraints of the budget. Signing authorities may not alter these decisions.

Financial Policy #7

## **Capital Expenditure Approval Process (CAPEX) & Depreciation Policy**

ADOPTED: December 14, 2017

AMENDED:

### **Preamble**

7.1 This policy outlines the approval process related to capital expenses.

### **Definitions**

7.2 Capital Nured Items: Items purchased that will be in the possession of and used by the RSU for more than a single year.

### **Protocol**

7.3 If any capital natured items to be purchased it should be included in the budget and approved by the board.

7.4 If the requirement arises after the budget approval process and value is less than \$5000 then the Executive committee can approve after receiving three quotes and deciding on the best quote based on all the criteria. If the cost involved is more than \$5000 it should be moved to the board for the approval.

7.5 The "**Capex Approval Form**" (Annex 9) should be completed, approved and submitted to Finance before purchase of a capital natured item.

7.6 All amounts spent on capital natured items, including leasehold improvements, will be taken from the Capital Reserve Funds

7.7 The minimum value to capitalize an asset is \$1000.00

Table 1

<b>Depreciation Policy</b>	
<b>Asset Type</b>	<b>Useful Life</b>
Capital equipment	2-5 years
Leasehold Improvements	1-5 year
Computer Software	1-5 Years

**Note:** Based on the specification, cost and nature of the asset Finance department will determine the useful life of the asset

## Financial Policy #8

### **Revenue Generation and Investments**

ADOPTED: December 14, 2017

AMENDED:

#### **Preamble**

- 8.1 RSU shall generate revenue by providing services to the students and by earning interest via investing into different projects or initiatives. This policy will ensure that the decisions will be conducted keeping best interest of the students union in mind without threatening the financial stability of the students union.

#### **Protocol**

- 8.2 At all times, the investments will be made as long as they are deemed legal by relevant laws.
- 8.3 The investments shall be made to benefit its membership and make sure to preserve the capital invested
- 8.4 Investments made shall ensure that it will not interfere with the day-to-day operations of the RSU in regards to liquidity.
- 8.5 All investment decisions require a majority vote from the board before moving forward
- 8.6 All RSU investments shall be made solely through the use of the RSU accounts
- 8.7 Sponsorship or any other revenue expected should be recorded in accounting through raising an invoice within 30 days of receiving confirmation about the sponsorship or revenue
- 8.8 **“Invoice Requisition Form”** (Annex 10) should be filled and submitted to finance if any invoice is required to be provided to external parties.
- 8.9 There should not be any invoice formats provided to external parties other than invoices raised by Finance.
- 8.10 Revenue can be accepted by credit card. Customer should fill **“Credit Card Authorization Form”** (Annex 11) and it should be handed over to finance to within 30 days of transaction

- 8.11 If any event organized involving ticket sale using External Service Provider (e.g Eventbrite), the RSU bank account needs to be linked with that system and not any personal bank accounts.
- 8.12 The use of an External Service Provider requires a majority vote approval by the Executive Committee
- 8.13 Immediately, within 7 days, upon registering with an External Service Provider (e.g Eventbrite) the login details should be submitted immediately to General Manager, Financial Controller and President.

Financial Policy #9

## **Cash/Cheque Deposit**

ADOPTED: December 14, 2017

AMENDED:

### **Protocol**

- 9.1 Any revenue received in the form of cash or cheque should be submitted to Finance along with "**Cash/Cheque Deposit Form**" (Annex 12) without delay, no more than 72 hours after



Financial Policy #10

**Honorarium Policy**

ADOPTED: December 14, 2017

AMENDED:

**Preamble**

10.1 This policy references the maximum amount a Board Director, Graduate Travel Grant and Emergency Grant recipients can receive. It also breaks down the timelines at which these funds should be allocated.

**Protocol**

10.2 **Board Honorarium**

Table 1

Paid for Summer, Fall and Winter Semester Maximum of \$1000 per semester	<b>Service Rendered</b>	<b>Executive committee &amp; Financial Controller meeting date for approval</b>	<b>Payment Date</b>
	May 1st to Aug 31st	Sept 15th	Sept 30th
	Sept 1st to Dec 16th	Jan 15th	Jan 31st
	Jan 9th to April 15th	April 21st	April 30th

10.3 **Graduate Travel Grant**

Table 2

Paid in Summer, Fall and Winter Semester Maximum of \$500 per person per academic year	<b>Graduate Committee meeting for approval</b>	<b>Payment Date</b>
	Once a month	After submission of Cheque Requisition

## 10.4 Emergency Grant

Table 3

Paid in Fall and Winter Semesters Maximum of \$500 per person per academic year	<b>Bursary Committee meeting for approval</b>	<b>Payment Date</b>
	Once a month	After submission of Cheque Requisition

Financial Policy #11

**Audit**

ADOPTED: December 14, 2017

AMENDED:

**Protocol**

- 11.1 A financial audit must be conducted every year by an outside accounting firm to ensure that proper accounting procedures are being followed
- 11.2 The firm conducting the audit shall change after a maximum of 5 years.
- 11.3 The firm conducting the audit will be brought up at the AGM and shall be approved by the general membership.

Financial Policy #12  
**Record Keeping**

ADOPTED: December 14, 2017

AMENDED:

**Preamble**

12.1 This policy outlines the procedure for financial record keeping within the RSU.

**Protocol**

12.2 For record keeping purposes, once the cheque has been authorized by the appropriate signing authorities, the RSU will retain the documents listed below for a minimum of 3 years:

- Completed cheque requisition form
- All associated receipts

12.3 For further record keeping purposes, the RSU will keep:

- I. Current year expenditures in the office for reference
- II. Expenditures going back 5 years. Must be filed in order to reference them if needed.

Financial Policy #13

## **Budgeting and Reporting**

ADOPTED: December 14, 2017

AMENDED:

### **Preamble**

- 13.1 This policy breaks down the procedures regarding the creation of the annual budget. It also identifies the multiple roles played by various individuals within the RSU.

### **Protocol**

- 13.2 The Vice President of Operations and President will present the budget for every fiscal year no later than August 31st of their respective calendar year.
- 13.3 The initial Budget will be prepared after consultation with all the departments within the students' union, i.e with the input of staff proposals.
- 13.4 Then VP of Operations will propose his budget against the staff proposal to the President, General Manager and Financial Controller
- 13.5 Following the meeting in 13.4 the VP of Operations will present proposed budget to the Executive Committee
- 13.6 Following the meeting in 13.5 the VP of Operations will present proposed budget to the Finance Committee for approval.
- 13.7 Once Finance Committee approves the proposed budget, it must be circulated to the Board no less than 5 business days prior to the board meeting.
- 13.8 Vice President of Operations along with the Financial Controller will provide updates on the state of finances at the Board Meetings in October and January.
- 13.9 The Financial Controller will provide monthly updates at the Executive committee meetings

13.10 The budget creation timeline should, when possible, follow the table below:

Table 1

Month	Parties Involved	Consultation/ Task
May	Staff	All staff proposals submitted by end of May
June	VP Operations	Creates budget proposals against staff proposals
June	VP Operations	Consultations with: President, General Manager and Financial Controller Staff Executive Committee Finance Committee
July	VP Operations and Board	Presents budget proposal as discussion item for July board meeting
August	VP Operations and Board	Presents budget for approval in August board meeting

Financial Policy #14

**Re-allocation of Funds**

ADOPTED: December 14, 2017

AMENDED:

**Protocol**

- 14.1 In case of providing more funding for other initiatives or projects, reallocation of funds between different departments must be approved at the Executive Committee and shall be reported to the Board during the upcoming Board meeting.

## Financial Policy Glossary

**Budget:** Is an estimate of income and expense for a set period of time. RSU set period of time is May 1 to April 30

**Budget Line Item :** The Account number in budget which expense would be charged

**Contract:** Is an agreement with specific terms between two or more parties in promising to do something in return for valuable benefit known as consideration Contracts are legal binding document and if any one party does not comply with the agreement can be held liable by the court of law

**GST/HST Number:** All Registrants with Canada Revenue Agency will have this number

**Itemized Receipt:** A proof of purchase, which will have business name, date, items purchased, price of each item, total amount of the bill and method of payment

**Vendor:** Person or company offering something for sale

**Non-Arm's length:** Is a transaction between two parties where one party may have a personal relationship with a staff or executive member or their family or friends

**Payee:** Individual or entity that will receive payment

**Petty Cash:** Any expense reimbursed through the Petty Cash Float held with finance in the form of cash

**Sponsorship Request:** Is a donation request to a group or a person

**Volunteer:** Is a member of a Students' Union who is not paid a salary or an honorarium for the service rendered









**Annex 4: Graduate Course Unions, Course Unions and Student Groups (Budget)**

**CHEQUE REQUISITION FORM**  
**GCU, Course Unions & Student Groups**



Cheque Number:

<b>Payable To:</b> (please print legibly)		<b>Budget</b>
Email:	Date of Requisition:	
Address:	Type of Activity: (eg. social, career, advertising)	
Name of Group:	Telephone #:	

Vendor Name	Description (Event & Date)	Amount:	Account: <small>(Office Use Only)</small>
<b>TOTAL AMOUNT REQUESTED:</b>		<input type="text"/>	<input type="text"/>

**NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP.** I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

_____ Signing Officer #1 Print Name	_____ Signing Officer #1 Signature	_____ Signing Officer #2 Print Name	_____ Signing Officer #2 Signature	_____ Campus Groups Coordinator (Signature) Requisitioner
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<b>Office Use Only:</b>				
General Manager	Financial Controller	VP Operations	President	
Received By (print)	Signature	Date:	Batch/Entry:	Date Processed:

**Note: If this cheque is being reissued, a stop payment fee will apply.**

**Annex 5: Graduate Course Unions, Course Unions and Student Groups (Trust)**

# CHEQUE REQUISITION FORM

## GCUs, Course Unions & Student Groups



**RSU**  
Ryerson Students' Union

Cheque Number:

<b>Payable To:</b> (please print legibly)	<h3>Trust Account</h3>
Email:	Date of Requisition:
Address:	Type of Activity: (eg. social, career, advertising)
Name of Group:	Telephone #:

Vendor Name	Description (Event & Date)	Amount:	Account: <small>(Circle Use Only)</small>
<b>TOTAL AMOUNT REQUESTED:</b>		<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

**NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP.** I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

Signing Officer #1	Signing Officer #1	Signing Officer #2	Signing Officer #2	Campus Groups Coordinator (Signature)
Print Name	Signature	Print Name	Signature	Requisitioner

<b>Office Use Only:</b>				
General Manager	Financial Controller	VP Operations	President	
Received By (print)	Signature	Date:	Batch/Entry:	Date Processed:

**Note: If this cheque is being reissued, a stop payment fee will apply.**

**Annex 6: Credit Card Expense Form**

# CREDIT CARD EXPENSE FORM



Be sure to attach the credit card receipt and fill out the form in full.

Event Name:	
Name on Credit Card:	Submission Date:

Transaction Date:	Vendor Name:	Account #:	Description	Amount:
<b>Total HST:</b>				
<b>TOTAL AMOUNT REQUESTED:</b>				

<b>Internal Use Only:</b>	
General Manager: _____	Vendor #: _____
Financial Controller: _____	Invoice #: _____
V.P. Operations: _____	Batch: _____
President: _____	Date Processed: _____







## Annex 9: CAPEX Approval Form

CAPEX APPROVAL FORM	<input type="button" value="Clear Form"/>	 <b>RSU</b> Ryerson Students' Union
Required to fill out if the asset if over \$1,000 3 quotations for the asset to be purchased are required		

CAPEX No.   
 (please get from Finance)

Department:	<input type="checkbox"/> CopyRITE	<input type="checkbox"/> MSO	<input type="checkbox"/> ESC	<input type="checkbox"/> ADMIN	<input type="checkbox"/> EVENTS	Date: <input style="width: 50px;" type="text"/>
Category:	<input type="checkbox"/> Equipment A/C 1600	<input type="checkbox"/> Leasehold A/C 1610	<input type="checkbox"/> Computer Software A/C 1620	<input type="checkbox"/> Student Centre A/C 1630		

**Please fill out the information below prior to seeking approval:**

Available Budget:	<input style="width: 100%;" type="text"/>
Estimated Cost:	<input style="width: 100%;" type="text"/>
Balance Available:	<input style="width: 100%;" type="text"/>

Details of the Asset Required for Purchase:	Quotation Price:
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
TOTAL:	\$ 0.00

Requested By:	Requisitioner Name (please print)	Signature
Approved By:	General Manager (please print)	Signature
Approved By:		Signature
Finance Approval:	Financial Controller (please print)	Signature

Annex 10: Invoice Requisition Form

# INVOICE REQUISITION FORM



Date of Requisition:	Date Processed:
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Please attach a customer details document.

Customer Name	Description / Reference	Amount:
<b>Address:</b>		<b>Revenue Acct. #</b>
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
<b>Address:</b>		<b>Revenue Acct. #</b>
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
<b>Address:</b>		<b>Revenue Acct. #</b>
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
<b>Address:</b>		<b>Revenue Acct. #</b>
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
<b>Address:</b>		<b>Revenue Acct. #</b>
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
<b>Address:</b>		<b>Revenue Acct. #</b>
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #

**REQUISITIONER:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

**Special Instructions:**

- For pickup     
  Email     
  Mail

## Annex 11: Credit Card Authorization Form

# CREDIT CARD AUTHORIZATION FORM



Date (DD/MM/YYYY):

**Office Use Only:**  
 Customer #:  
 Processed Date:

I, \_\_\_\_\_ On behalf of \_\_\_\_\_  
 Print Name Company Name (if applicable)

**CHECK ONLY ONE:**

As the Individual cardholder, I hereby authorize this card to be used for the deposit or invoices that required payment.

As the company representative, I hereby authorize this card to be used for the deposit required.

**CREDIT CARD INFORMATION**

Name as it appears on the card (Capital Letters Only):

Type of Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Credit Card Number: [ ] - [ ] - [ ] - [ ]
Expiration Date (MM/YY): /	Security Code CCV (3 digits) back of Visa OR Master Card [ ] Amount in CDN:

**CREDIT CARD BILLING ADDRESS**

Street:

City:	Province / State:	Postal Code:
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Telephone Number:

**INVOICE DETAILS**

Invoice #:	Amount:
<b>TOTAL</b>	

Email address to send receipt:

Cardholder's Signature:

Annex 12:Cheque/ Cash Deposit Voucher

# CHEQUE / CASH DEPOSIT VOUCHER



Project Reference (ie. Fundraiser)	Deposit Date:
Deposit Prepared By:	

Account #	Description	Bank	Cheque #	Amount:

**TOTAL DEPOSIT:**

100's	x	=
50's	x	=
20's	x	=
10's	x	=
5's	x	=
Coin	2's	x =
	1's	x =
	25¢'s	x =
	10¢'s	x =
	5¢'s	x =
	Rolled Coin	=

Signature of Depositor

Signature of Finance Coordinator / Financial Controller

**TOTAL CASH:** \_\_\_\_\_

**TOTAL CHEQUE:** \_\_\_\_\_

**DEPOSIT TOTAL:** \_\_\_\_\_

