



## RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

<b>POLICY NAME:</b> Preapproval to Pay Select Vendors	<b>POLICY NUMBER:</b> GEN-35
<b>POLICY MANUAL SECTION:</b> General Policies	<b>RESOLUTION NUMBER:</b> 2021-187
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### Preapproval to Pay Select Vendors

#### **A. Purpose**

Provide Finance with preapproval to issue payment to select vendors so that payments can be issue in a timely manner to meet select vendor's payment terms.

With administration/finance changing from weekly cheque runs to bi-weekly cheque runs we have found that select vendor payment terms are challenging to meet.

Allowing Administration/Finance to issue select vendor payments, as required, to meet the payment terms will assist the R.M. in meeting payment obligations, and reducing the risk of penalties and fees associated with late payments.

This policy is for select vendors only. The list is provided below.

#### **B. Policy**

1. Finance/Administration are authorized to issue payments to the following vendors and then report on those payments at the next scheduled regular Council Meeting
  - a. Receiver General
  - b. RBC Visa
  - c. Western Financial
  - d. Workers Compensation
  - e. Operating Engineers of Manitoba
  - f. MEBP
  - g. Investor's Group
  - h. MTS
  - i. Bell Mobility
  - j. Manitoba Hydro
  - k. High Speed Crow
  - l. Shaw Cable

m. Shaw Direct

2. Payments will be prepared and signed by Administration/finance and sent to the vendor
3. A report will be prepared and forwarded to council at the next regularly scheduled Council meeting after payment is issued
4. All other vendor payments will be presented to council for approval before being released, and authorized by resolution