



Cheque Issuance

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

February 2016

Policy: Travel Advances

Category: Finances

Date Approved: February 21, 2016 Date Reviewed: February, 2016 Date Rescinded:

POLICY

The Concordia Students' Association (CSA) recognizes the need to issue and control CSA cheques.

EXPECTATIONS

- 1) Only the Executive Council, Executive Director and Club and Union Presidents or treasurers may submit Expense Request Forms.
- 2) The Expense Request Form must include supporting documents (eg. Debit/Itemized Receipts, Invoices, SIN numbers, etc.)
- 3) All Expense Request Forms must be approved by any two of the three signing authorities. Upon approval the Form is then sent to the Accounting Assistant.
- 4) All invoices need to be coded, authorized, and signed by a Student Executive or Executive Director.
- 5) The Executive Director is responsible for the issuance of cheques through the General fund on a weekly basis.
 - a) This duty can be delegate to the Accounting Assistant.
- 6) The Executive Director is to verify the availability of funds and approve the payment listings for each cheque run.
- 7) Income Tax Credits must be claimed on any and all expenses related to any kind of revenue generation for the CSA.
 - a) The only exception is for charitable related expenses.
- 8) Cheques will be considered stale dated after 6 months of not being deposited

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- a) Once stale dated the cheques will be cancelled and cannot be deposited.