

Cheque Requisitions	
Adopted: October 15, 2002	Last Reviewed/Revised: September 26, 2016
Next Scheduled Review: 2019-2020	
Associated Policies & Procedures: I-10 Banking, Investment and Borrowing VI-91 Banking, Investment and Borrowing I-25 Purchasing VI-11 Purchasing VI-16 Student Retreat Funds	

Purpose

To provide a standard procedure for the use of cheque requisitions.

Application and Scope

This operating procedure is intended for all employees of the Halton Catholic District School Board who have authority to acquire goods and services on behalf of the Board.

It is recognized that there are requirements for the use of a cheque requisition to generate payment to various vendors for goods and services not covered by the purchase order or purchasing card procedures.

The objective is to provide procedures for the proper use of cheque requisitions to comply with the Board's Purchasing and Accounting procedures.

Principles

Cheque requisitions are to be used only when the standard purchase order process cannot be applied.

A cheque requisition is not normally an acceptable method of payment for any goods/services that are part of the Board's Purchasing Policies and Procedures. Examples are:

- Classroom instructional and consumable supplies
- School/department office supplies
- Capital furniture and equipment

- Service and repair calls.

Cheque requisitions would be used for goods and services such as:

- Honorariums for guest speakers
- Conference and seminar advances for Trustees and staff
- Municipal application fees
- Manual payroll cheques, employee benefits, insurance premiums
- Reimbursement for school transportation services (e.g. team transportation)
- Debenture payments
- Any purchase of goods/services approved by the Director of Education, or a Superintendent or a designate of the Director or Superintendent.

Requirements

The Cheque Requisition form is available through the Document Database on the Board Intranet site.

- If the expenditure under consideration is not specifically listed in the above examples, authorization for the purchase must be received from a Superintendent or the Director of Education or a designate of the Director or Superintendent.
- Prior to the expenditure being made in the budget area being considered, the requisitioner must ensure sufficient funds are available in the budget area being considered and that it is approved. Any questions regarding budget allocations and/or budget remaining should be directed to the Manager, Budget and Accounting Services. All cheque requisitions must be coded with the appropriate budget code.
- Upon satisfactory receipt of the goods and/or services, the requisitioner shall submit a request detailing the nature of the expenditure on a completed Cheque Requisition form with supporting documentation (preferably an invoice). Payment will be made directly to the supplier.
- Reimbursement of expenditures paid through non-board funds directly by the school is not an acceptable method of payment. Occasionally, there are exceptions for which the Board will reimburse the school directly upon proof of payment.
- All cheque requisitions are to be sent to the Manager, Budget and Accounting Services for payment approval.

NOTE: Any purchase not specifically outlined in the examples above, or not having pre-authorized approval, is considered an obligation of the person, school or department making the expenditure, and not of the Board.



Procedure No. VI-26 | Cheque Requisitions

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board