Design, Engineering and Construction

Standard Operating Procedure

3.4.17 Payment Approval

Effective Date: September, 2014
Revision Date: January, 2016
Signature/Position: Director, Design, Engineering and Construction

Purpose
To demonstrate who has signing authority on invoices and progress payments.

Scope
Payment approval on project and work order related charges.

Procedure

Invoices/Progress Payments
All invoices up to $100,000 must be signed by either the project manager or project coordinator.
All invoices/progress payments from $100,000 to $499,999 must be signed by the project manager.
All invoices/progress payments from $500,000 to $999,999 must also be signed by the appropriate DEC manager.
All invoices/progress payments $1,000,000 and greater must also be signed by Director, DEC.
All release of hold back payments, regardless of dollar value, require the approval of the appropriate DEC manager and the Director, DEC.
All coding slips/cheque requisitions less than $500,000 must be approved by the Director, Finance and Administration or the Capital Accountant.
All coding slips/cheque requisitions $500,000 or greater must be approved by the Director, Finance and Administration.
Coding slips/cheque requisitions will not be approved by the preparer. The General Accountant can serve as the signor in the event the Capital Accountant prepares the coding slip/cheque requisition.

Note: In all cases the designate replaces the signor.

Note: Externally contracted project managers or coordinators shall not have authority to approve payments. They must recommend payment of the invoice, but then have it approved by the appropriate DEC manager or project manager (for project coordinators).

One Time Low Value Invoices
One time (incidentsals and insignificant)low value invoices may be signed as per Physical Resources policy 1.5.8 One Time (Insignificant or Incidental) Low Value Invoices Without Pre-arranged Contract Orders.