**All invoices must be signed by the department Manager unless ordered by someone else-**

*e.g Provisioners often orders for Operations because of their relationship with some of the suppliers so whenever Provisioners orders product for Operations, Provisioners Manager would need to approve the invoice not Distributing Manager.*

Any early pay discounts must be taken.

*e.g Specialized Marketing offers a 3% discount on invoices paid within a week. These invoices* ***must*** *be entered and paid minus the 3% on time in order to take that discount.*

Invoices must be signed and entered with enough time for the cheque to be printed and ready for signature for them to be received by the due date.

Invoices that don’t offer a discount are not to be paid early, the general rule is the cheque should be mailed about 1 week prior to the due date.

Signed:

Name (print) Title Signature Date

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