



qathet

REGIONAL DISTRICT

SECTION 3 **FINANCIAL POLICIES**

POLICY **3.13**

SUBJECT **UNAUTHORIZED WORK**

ADOPTED **JULY 28, 2016**

POLICY STATEMENT:

The qathet Regional District believes it necessary to address invoices or requests for reimbursements that unexpectedly appear for well intentioned, spontaneous initiatives that were not pre-approved by the Board.

PURPOSE:

This policy ensures that the qathet Regional District will not pay for initiatives undertaken by the public or private entities that did not receive prior consent or approval by the Board.

SCOPE:

This policy will apply to all individuals or companies seeking payment for work performed on behalf of the qathet Regional District which the initiative did not receive prior authorization.

POLICY/GUIDELINES:

Under no circumstances will the qathet Regional District pay for work/initiatives completed by individuals or companies on behalf of the qathet Regional District without having first received prior authorization or approval.

RESPONSIBILITY/AUTHORITY TO ACT:

The Regional District's Manager of Financial Services is authorized to act under this policy.

PROCEDURES:

The Manager of Financial Services has the authority to deny payment of any work completed by an individual or company on behalf of the qathet Regional District for which prior authorization or approval was not received.