



**Approval Authority:** President's Office

**Last Approved:** September 7, 2011

**Administrative Responsibility:** President, Chief Financial Officer

**Next Review:** 2024-2025

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## **POLICY**

Any payment to be made in the amount of \$15,000.00 or more requires manual signatures.

## **PROCEDURES**

Any cheques issued by NVIT in the amount of \$15,000.00 or over will not be processed via the laser cheque signing system but will be processed manually and require manual signatures. In the event that the payments are to be made by electronic funds transfer they will require manual sign off prior to remittance.

Payments remitted to the following approved vendors are excluded from this policy:

Receiver General for Canada  
BC Pension Corporation  
Manulife Financial  
Visa  
BCIT Facilities Rental

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