



Policy Number	036-M-2007
Policy Group	Membership
Policy Name	Timelines for Internal Financial Transactions
Date of Origin	06-2007
Date Amended	10-2022
Date Reviewed	11-2021, 10-2020, 12-2019

PURPOSE To ensure timely payment of internal financial transactions.

SCOPE Locals, SUN Network Councils, SUN Provincial

**POLICY
STATEMENT** SUN believes that the execution of authorized financial transactions should occur in a timely manner.

PROCEDURE

Upon receipt of an authorized expense, SUN Provincial shall have 90 days to reimburse Locals/SUN Network Councils.

Any monies received by SUN Provincial on behalf of Locals shall be reimbursed within the 90 day time period.

Upon receipt of an invoice from SUN Provincial, Locals and SUN Network Councils shall have 90 days to submit reimbursement.

Any authorized financial transactions occurring between Locals and SUN Network Councils shall be subject to the 90 day time period.