



<b>Policy Number</b>	036-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Timelines for Internal Financial Transactions
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	
<b>Date Reviewed</b>	November 2013, September 2014, October 2015, November 2016, November 2017, November 2018, December 2019, October 2020

**PURPOSE** To ensure timely payment of internal financial transactions.

**SCOPE** SUN District Councils, Locals, 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/SDCs.

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 SDCs shall have 90 days to submit reimbursement.

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