



Policy Number	036-M-2007
Policy Group	Membership
Policy Name	Timelines for Internal Financial Transactions
Date of Origin	06-2007
Date Amended	07-2026, 10-2022
Date Reviewed	10-2025, 10-2024, 10-2023

PURPOSE	To ensure timely payment of internal financial transactions.
SCOPE	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. 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 shall have 90 days to submit reimbursement.