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| <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> | 06-2007                                       |
| <b>Date Amended</b>   | 10-2022                                       |
| <b>Date Reviewed</b>  | 10-2023, 11-2022, 11-2021                     |

**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.