TOQUAHT NATION GOVERNMENT

Enacted under the Financial Administration Act section 11.1

EXPENDITURES REGULATION

TNR 4/2011



OFFICIAL CONSOLIDATION – CURRENT TO MAY 21, 2015

This is a certified true copy of the consolidated Expenditures Regulation TNR 4/2011, Current to May 21, 2015

Date: October 8th, 2015

Krister Johnsen

Signed:

Law Clerk

TABLE OF CONTENTS

PART 1 - INTRODUCTORY PROVISIONS	5
Short title Application Definitions	
PART 2 - EMERGENCY EXPENDITURES	
Emergency expenditures	7
PART 3 - REQUISITIONS FOR PAYMENT	9
Prescribed form	
Prescribed individuals	9
SCHEDULE 1 – REQUISITION FOR PAYMENT FORM DF-1	
SCHEDULE 1 - REQUISITION FOR TRAVEL FORM DF-2	

PART 1 - INTRODUCTORY PROVISIONS

Short title

1.1 This regulation may be cited as the Expenditures Regulation.

Application

- 1.2 This regulation prescribes
 - (a) who can authorize an emergency expenditure,
 - (b) the form for requisitions for payment, and
 - (c) who can authorize a requisition for payment.

Definitions

1.3 In this regulation,

"Act" means the Financial Administration Act.

PART 2 - EMERGENCY EXPENDITURES

Emergency expenditures

- 2.1 (a) An emergency expenditure must not be made unless
 - (i) for emergency expenditures greater than \$20,000, the emergency expenditure has been approved by the Executive by resolution,
 - (ii) for emergency expenditures greater than \$5,000 but less than \$20,000, the emergency expenditure has been approved by
 - (A) the Executive by resolution, or
 - (B) the director of operations, and
 - (iii) for emergency expenditures less than \$5,000, the emergency expenditure has been approved by
 - (A) the Executive by resolution,
 - (B) the director of operations, or
 - (C) the director of finance.
 - (b) Subsection (a) does not give the director of operations or the director of finance the authority to borrow for the purpose of making an emergency expenditure.

PART 3 - REQUISITIONS FOR PAYMENT

Prescribed form

- 3.1 (a) The Form numbered DF-1 in Schedule 1 is prescribed for the purposes of section 6.3 of the Act.
 - (b) A requisition for payment must be in Form DF-1.
 - (c) Every requisition for payment must be completed and signed in accordance with
 - (i) the Act,
 - (ii) this regulation, and
 - (iii) the instructions on Form DF-1.

Prescribed individuals

- 3.2 The following individuals are prescribed for the purpose of section 6.3(b) of the Act:
 - (a) for
 - (i) expenditures authorized under the annual budget for the current fiscal year and greater than \$20,000, or
 - (ii) emergency expenditures greater than \$20,000,

the director of operations or the director of finance and, upon the approval of the Executive by resolution, any member of the Executive,

- (b) for emergency expenditures greater than \$5,000 but less than \$20,000, the director of operations,
- (c) for
 - (i) expenditures authorized under the annual budget for the current fiscal year and less than \$20,000, or
 - (ii) emergency expenditures less than \$5,000,

the director of operations or the director of finance.

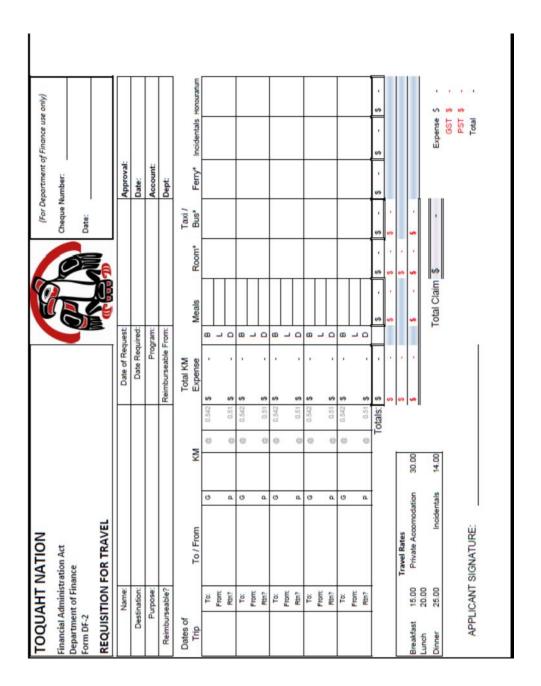
SCHEDULE 1 – REQUISITION FOR PAYMENT FORM DF-1

TOQUAHT NATION					Cheq	Cheque Number:			
Financial Administration Act Department of Finance Form DF-1						Date:	Date:		
REQUISITION FOR PAYMENT (for Department of Finance use only)							ent of Finance		
A. PAYMEN	T INF	FORMATI	ON (to	be completed by	v the individual	reque	sting the	paymen	t)
Requested by:						Date:			
Name of Paye	e:								
Address of Pa	yee:								
Invoice Amou	nt:	:		Sales Tax:		Total:			
Invoice Numb	er:			Invoice Date:		GL Coding:			
Purpose of Expenditure:									
(Note: the original invoice or other supporting documentation must be attached to the requisition)									
B. AUTHORIZING SIGNATURES: (to be completed by the individuals authorizing the requisition)									
Signature #1			Signature #2 (if required)						
Signature:					Signature:				
Name:					Name:				
Title:					Title:				
Date:					Date:				

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SCHEDULE 1 - REQUISITION FOR TRAVEL FORM DF-2



LEGISLATIVE HISTORY

Expenditures Regulation TNR 4/2011 enacted April 1, 2011

Amendments

Section	Amendment	In Force
Schedule 1	Requisition for Travel, Form DF-2	May 21, 2015

Amending Acts:

Amending Regulations:

Orders:

TNO 02/2015 Order of the Executive enacted May 21, 2015