

POLICY AND OPERATING PROCEDURE #09

COMMERCIAL INVOICES

Version Oct 2007

When you (an officer of OLLB) purchase goods at a store on an invoice basis, you must sign the invoice on receipt of the goods. Only specific authorized officers of OLLB have this signing privilege.

You must then provide a copy of that signed invoice to the Treasurer in sufficient time that it reaches him before the invoice from the business. The business is also required to submit a signed copy to the Treasurer for payment.

The Treasurer will then use the copy provided by you to verify the invoice from the business. If you need a copy for yourself, then request the business to give you two copies to take away.

To enable the Treasurer to maintain separation of the costs for the Instructional and Competitive Seasons, you are also asked to indicate on the invoice whether the purchase is for use in the Instructional Season or the Competitive Season or both.