



Memo

TO: Staff

FROM: Joanne Wicklund
Finance Manager

DATE: December 5, 2021

RE: Approval of Finance Forms

As staff are now back to work in office, we will be eliminating the use of “email approvals” for all finance documents such as but not limited to cheque requisitions, purchase orders, expense claims, timesheets.

All forms will require approval of actual signatures from Supervisors, Service Managers and/or Directors.

For staff that have their actual signature in electronic format, this will be acceptable.

This will be in effect beginning January 3, 2023.

Thank you.

If you have any questions or concerns, please contact:

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