

e-Transfer Policy

1. e-Transfer may be used as an alternative to a cheque for expense reimbursement, invoice payment, or otherwise with Board approval, pursuant to the procedures outlined below. An electronic copy of each step taken is to be saved by the PSO Coordinator and/or Row NS Treasurer on the Row Nova Scotia Google Drive for tracking/auditing purposes.
 - a. e-Transfers incoming and outgoing will be managed by PSO Coordinator or designate assigned by PSO Coordinator
 - b. Request for expense reimbursement, invoice payment, or other payments approved by the Board, along with supporting documents submitted to the Row Nova Scotia Treasurer, or PSO Coordinator
 - c. An email is sent to the signing authorities notifying them of the e-Transfer to be reviewed for approval, with supporting documents attached
 - d. Separate emails from two signing authorities approving the e-Transfer payment
 - e. Confirmation of the e-Transfer being sent
 - f. Confirmation of the e-Transfer being deposited
2. A log of all e-Transfers sent will be tracked by the Treasurer in Row NS financial tracking document, in addition to them being logged in the Financial Tracking Google Sheet.