

Financial Services will accept email approvals for Accounts Payable Invoices up to the equivalent of the staff member's Financial Delegations.

Email approval will only be a temporary facility until workflow is introduced. In addition, invoices over \$20k will also be directed to the Manager of Financial Operations for review and countersignature.

- **Password Security**

- “all staff must keep their account details, and passwords secret. Passwords must adhere to minimum University standards. Any intentional sharing of account details will result in formal action against the staff member responsible and may lead to dismissal”
- **In short there should be no sharing of passwords!**