



OBee CIC Payment Policy

OBee CIC will follow its own Payment Policy as follows:

- Initially, invoices will be requested to be directed to Sarah Partridge, in her role as Managing Director, for checking against the projected budget and supplier contract.

Once the invoice has been checked for accuracy it will then be passed, by email (to ensure a visible trail) to Jez Gladwin, Treasurer of OBee CIC, to action and pay the amount due to the supplier.

This procedure will cover invoices totalling less than £3,000.

- For invoices of £3,000 and over, additional approval from at least one other Director will be sought before the invoice is passed to the Treasurer for payment.
- Should a payment be required to be paid by cheque, two signatures are required. Currently this is Sarah Partridge, Managing Director and Jez Gladwin, Treasurer.
- Invoices will be paid to the supplier by the Treasurer within 14 days of presentation to the Treasurer of Orchard Barn