

**ASHCROFT INDIAN BAND**

**Payday Cheque Distribution**

**Privacy and Security Policy and Procedure**

Please be advised that all Pay Cheques, must be picked up by the person whose name is on the cheque, effective immediately.

If for some reason, you cannot pick up your own cheque, we require a phone call or a written note granting a parent/child, or other relative permission to pick up the cheque on your behalf.

**Please note that pay day is every second Friday, cheques will be available for pick up at the Band Office.**

Time Sheets must be submitted to finance, the Monday prior to payday!

Thank you,

Ashcroft Indian Band