Introduction to the Revised Cheque Requisition Form

A revised Cheque Requisition Form and an accompanying Standard Operating Procedure (SOP) are posted to the Finance website and are effective for immediate use.

The revised form will improve documentation around how goods and services are sourced at the University, further enhancing the University’s compliance with its Procurement Procedure. Revisions were developed through roundtable discussions with members of the community from CSBO, Science, Schulich, Faculty of Liberal Arts and Professional Studies, and others. The revised form was also presented and reviewed at the Finance Administration Forum on May 7, 2010.

The revisions to the Cheque Requisition Form include a new section requiring the user to indicate how the purchase complies with the University’s Procedure on the Procurement of Goods and Services. Completion of this mandatory section will further strengthen documentation around how goods and services are sourced and ensure an audit ready stance for all payments processed through Accounts Payable. This revised section is referred to as the Procurement Checkbox within this bulletin and the SOP.

When completing the Procurement Checkbox, the user is required to explain why the purchase has not been submitted on a Purchase Order. Acceptable options are provided on the form and defined (in detail) within the SOP:

- A Standing Agreement or Contract has been established by Procurement Services through a transparent, competitive process;
- Total payments to the vendor in the fiscal year will be less than $10,000 and the unit has delegated authority for sourcing;
- The payment is for goods or services for resale by authorized units (such as the Bookstore or Schulich Executive Education Centre);
- The payment is to a Regulatory Agency (as defined in the SOP);
- The payment is a refund (for non-credit course withdrawals, parking permit cancellations, etc.);
- The payment is to rent an off campus event venue via the process outlined in the SOP and Negotiating Tips for Off Campus Venues; and
- The payment is for catering that fits the parameters outlined in the SOP.

For the second option above, each approver is responsible for monitoring all cheque requisitions that he or she is authorizing. The approver must ensure that cumulative payments on Cheque Requisitions to each vendor do not exceed $10,000 (excluding taxes) in a fiscal year. Should the total exceed $10,000, this option is not appropriate and alternate procurement arrangements must be made through Procurement Services.

Important reminders to the community

- A Cheque Requisition Form must be completed for all payments to external vendors (other than goods or services acquired through Purchase Orders, the Purchasing Card, or Electronic Vendor Invoicing).
- Completion of the Procurement Checkbox is mandatory to demonstrate compliance with Procurement Procedure.
- Accounts Payable will only process original invoices addressed to York University. The University’s standards are outlined in the SOP under the section titled “Vendor Invoices”.
- Campus mailing addresses cannot be used as vendor addresses, unless the vendor’s registered place of business is at York University.

The SOP contains comprehensive instructions on how to complete the Cheque Requisition Form and identifies the responsibilities of signing authorities.

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