TIPS ON COMPLETING A PAYMENT REQUISITION FORM

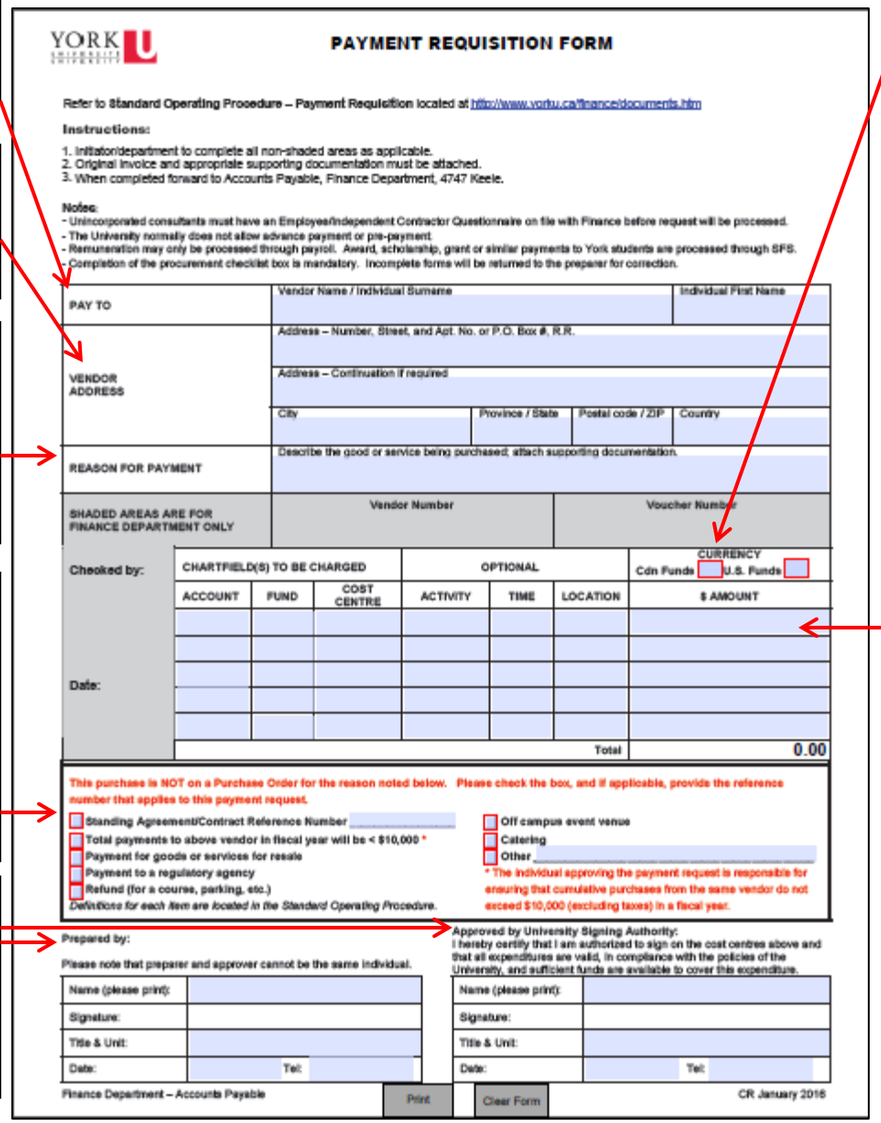
PAY TO:
Enter the vendor's name. Note: The name must be exactly the same as the one that appears on the invoice.

VENDOR ADDRESS:
Enter the vendor's address (where the payment should be mailed). Note: Address must be exactly the same as the one that appears on the invoice.

REASON FOR PAYMENT:
Describe the type of good/service that was purchased as well as references to supporting documentation (i.e. invoice #). Provide as many details as possible. For goods/services purchased for resale to third parties, identify the third party in this section.

PROCUREMENT CHECKBOX:
Indicate the reason why this payment is not being made against a Purchase Order. Note: Payments not made for goods/services acquired through a Purchase Order can only be for the reasons noted in this section. If "other" is selected additional documentation is required explaining the circumstances. Refer to the SOP – Payment Requisition for checklist definitions.

PREPARED BY AND APPROVED BY:
Identify the preparer and signing authority. Note: The approver must be a recognized signing officer (against the cost centre) in the Finance PeopleSoft system. A Payment Requisition must be prepared and approved by separate individuals.



YORK UNIVERSITY

PAYMENT REQUISITION FORM

Refer to Standard Operating Procedure – Payment Requisition located at http://www.yorku.ca/finance/documents.htm

Instructions:

1. Initiator/department to complete all non-shaded areas as applicable.
2. Original invoice and appropriate supporting documentation must be attached.
3. When completed forward to Accounts Payable, Finance Department, 4747 Keele.

Notes:
- Unincorporated consultants must have an Employee/Independent Contractor Questionnaire on file with Finance before request will be processed.
- The University normally does not allow advance payment or pre-payment.
- Remuneration may only be processed through payroll. Award, scholarship, grant or similar payments to York students are processed through SFS.
- Completion of the procurement checklist box is mandatory. Incomplete forms will be returned to the preparer for correction.

PAY TO	Vendor Name / Individual Surname		Individual First Name	
VENDOR ADDRESS	Address – Number, Street, and Apt. No. or P.O. Box #, R.R.			
	Address – Continuation if required			
	City	Province / State	Postal code / ZIP	Country
REASON FOR PAYMENT	Describe the good or service being purchased; attach supporting documentation.			
SHADED AREAS ARE FOR FINANCE DEPARTMENT ONLY	Vendor Number		Voucher Number	

Checked by: / Date:

CHARTFIELD(S) TO BE CHARGED			OPTIONAL			CURRENCY Cdn Funds ☐ U.S. Funds ☐
ACCOUNT	FUND	COST CENTRE	ACTIVITY	TIME	LOCATION	$ AMOUNT
					Total	0.00

This purchase is NOT on a Purchase Order for the reason noted below. Please check the box, and if applicable, provide the reference number that applies to this payment request.

- ☐ Standing Agreement/Contract Reference Number _____
- ☐ Total payments to above vendor in fiscal year will be < $10,000 *
- ☐ Payment for goods or services for resale
- ☐ Payment to a regulatory agency
- ☐ Refund (for a course, parking, etc.)

Definitions for each item are located in the Standard Operating Procedure.

- ☐ Off campus event venue
- ☐ Catering
- ☐ Other _____

* The individual approving the payment request is responsible for ensuring that cumulative purchases from the same vendor do not exceed $10,000 (excluding taxes) in a fiscal year.

Prepared by:

Please note that preparer and approver cannot be the same individual.

Name (please print):	
Signature:	
Title & Unit:	
Date:	Tel:

Approved by University Signing Authority:
I hereby certify that I am authorized to sign on the cost centres above and that all expenditures are valid, in compliance with the policies of the University, and sufficient funds are available to cover this expenditure.

Name (please print):	
Signature:	
Title & Unit:	
Date:	Tel:

Finance Department – Accounts Payable | Print | Clear Form | CR January 2016

CURRENCY:
Indicate if the vendor is billing in Canadian or US dollars. Note: The currency must agree to the denomination shown on the vendor's invoice.

CHARTFIELD(S) TO BE CHARGED:
The section is used to codify how the charges should appear in York University's general ledger. If there is insufficient rows to document the charge(s), attach additional Payment Requisition forms, notating each page "Page # of #". Refer to the Preparing Journal Entries at York University manual for further help understanding the University Chart of Accounts structure.

Account Code	6 digit number describing the nature of the purchase.
Fund Code	3 digit number describing the accounting group the expense is being charged.
Cost Centre	6 digit number that identifies an area of responsibility, whether it is a department, unit, organization, project, grant, course or program.
Activity Code	Optional 6 digit number used to track courses, seminars, projects, scholarships, or to identify specific transactions with a cost centre or an account.
Time Code	Optional 5 digit number used to describe when an activity is held or expense was incurred.
Location Code	Optional 5 digit number describes where an activity is held, or expenses are incurred. (i.e.: internal to the University or an external location).