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.

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, noting 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).