

Purchaser Checklist

Any time you make a purchase, please ensure you provide this information to your vendor.

It is your responsibility to ensure vendors have the correct York-related information to prevent delays to payment.

Purchaser Information*

1. Email
2. Department
3. Name
4. Payable to: York University

York address: 4700 Keele Street, Toronto ON M3J 1P3

**The purchaser who should be listed on the invoice should be the person who would review/ confirm invoice detail and enter the accounting information. If more than one person is required, the person actioning the invoice first should be listed as the purchaser. They would have the ability to forward the invoice to the second person for actioning. The purchaser can also be the cost centre approver.*

Vendor Checklist

The list below includes all required information for invoices to York University.

The bolded items are those most commonly missing or filled out incorrectly. Please provide all required information in one area on your invoice, rather than across several pages, to prevent delays to your payment.

1. Invoice number and date
2. Vendor contact details
 - Full vendor payment name and **remit address**
 - **Vendor phone number and email address**
3. "Bill To" contact details
 - Payable to: York University
 - **The full name and York email address of purchaser***
 - **Name of the purchaser's York department**
 - York University address
4. York purchase order number (if applicable)
5. Brief description of goods and services
6. **HST registration number** (if registered to collect HST)
 - For small suppliers not required to register for HST, please include the phrase "Small supplier, HST not required."

**The purchaser is the individual purchasing the goods or services and is not always the individual you are liaising with to coordinate the purchase. If you have any questions about the purchaser, please reach out to your York University contact.*