## MAKING PAYMENTS – Financial Services Quick Reference Guide

<table>
<thead>
<tr>
<th>HOW TO PAY A</th>
<th>EXPENSE DESCRIPTION</th>
<th>FORM/SYSTEM POLICY/PROCEDURE</th>
<th>SUPPORTING DOCUMENTATION</th>
<th>APPROVAL REQUIRED</th>
<th>PAYMENT TIMING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant</td>
<td>Consulting services must be vetted via procurement process Contact <strong>Strategic Procurement Services</strong></td>
<td>Purchase Requisition via the acQuire system <strong>Policy Procedure</strong></td>
<td>Contact <strong>Strategic Procurement Services</strong></td>
<td>Contact <strong>Strategic Procurement Services</strong></td>
<td>30 Days from invoice date</td>
</tr>
<tr>
<td>Employee Cash Advance</td>
<td>Travel advance or Subject advance <strong>CAD currency only</strong></td>
<td>Expense Reimbursement System (ERS) <strong>Policy Procedure</strong></td>
<td>Enter required fields when prompted in ERS</td>
<td>Signing Designate for Department/Fund or Project</td>
<td>&lt;= 15 business days</td>
</tr>
<tr>
<td>Employee Reimbursement</td>
<td>Travel expense or Non-Travel expense <strong>CAD currency only</strong></td>
<td>Expense Reimbursement System (ERS) <strong>Policy Procedure</strong></td>
<td>Electronic receipts as required (photo or scan picture of original receipts and attach to claim in ERS)</td>
<td>Signing Designate for Department/Fund or Project</td>
<td>&lt;= 15 business days</td>
</tr>
<tr>
<td>Independent Contractor</td>
<td>Services by Self-employed worker</td>
<td>Applicable form in acQuire <strong>Policy/Procedure</strong></td>
<td>Original invoice Social Insurance Number Home address</td>
<td>Signing Designate for Department/Fund or Project</td>
<td>30 days from invoice date</td>
</tr>
<tr>
<td>Supplier &lt; $10K and no PO</td>
<td>Goods or Services</td>
<td>Applicable form in acQuire <strong>P-Card</strong> (if option) <strong>Policy/Procedure</strong></td>
<td>Original invoice</td>
<td>Signing Designate for Department/Fund or Project</td>
<td>30 days from invoice date</td>
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<tr>
<td>Supplier &gt; $10K with PO</td>
<td>Goods or Services</td>
<td>Purchase Requisition in acQuire Policy/Procedure</td>
<td>Original invoice approved by department in acQuire when goods or services received. Necessary applicable quotes or exemption form.</td>
<td>Signing Designate for Department/Fund or Project</td>
<td>&lt;= 15 business days</td>
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<td>Visitor Non-Resident of Canada</td>
<td>Speaker Fee, Honorarium, or Services provided in Canada</td>
<td>Applicable form in acQuire Policy/Procedure</td>
<td>Original invoice if services Social Security Number Home Address Bank info if Wire Transfer</td>
<td>Signing Designate for Department/Fund or Project</td>
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<td>Visitor Reimbursement</td>
<td>Non-Travel expenses</td>
<td>Expense Reimbursement Form</td>
<td>Original Receipts Home Address Bank info if Wire Transfer</td>
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Last updated August 2020