

MAKING PAYMENTS – Financial Services Quick Reference Guide



HOW TO PAY A	EXPENSE DESCRIPTION	FORM/SYSTEM POLICY/ PROCEDURE	SUPPORTING DOCUMENTATION	APPROVAL REQUIRED	PAYMENT TIMING
Consultant	Consulting services must be vetted via procurement process Contact Strategic Procurement Services	Purchase Requisition via the acQuire system Policy Procedure	Contact Strategic Procurement Services	Contact Strategic Procurement Services	30 Days from invoice date
Employee Cash Advance	Travel advance or Subject advance CAD currency only	Expense Reimbursement System (ERS) Policy Procedure	Enter required fields when prompted in ERS	Signing Designate for Department/Fund or Project	<= 15 business days
Employee Reimbursement	Travel expense or Non-Travel expense CAD currency only	Expense Reimbursement System (ERS) Policy Procedure	Electronic receipts as required (photo or scan picture of original receipts and attach to claim in ERS)	Signing Designate for Department/Fund or Project	<= 15 business days
Independent Contractor	Services by Self-employed worker	Applicable form in acQuire Policy/Procedure	Original invoice Social Insurance Number Home address	Signing Designate for Department/Fund or Project	30 days from invoice date
Supplier < \$10K and no PO	Goods or Services	Applicable form in acQuire P-Card (if option) Policy/Procedure	Original invoice	Signing Designate for Department/Fund or Project	30 days from invoice date

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Supplier > \$10K with PO	Goods or Services	Purchase Requisition in acQuire Policy/Procedure	Original invoice approved by department in acQuire when goods or services received. Necessary applicable quotes or exemption form.		
Visitor Non-Resident of Canada	Speaker Fee, Honorarium, or Services provided in Canada	Applicable form in acQuire Policy/Procedure	Original invoice if services Social Security Number Home Address Bank info if Wire Transfer	Signing Designate for Department/Fund or Project	<= 15 business days
Visitor Resident of Canada	Speaker Fee, Honorarium, or Services provided in Canada	Applicable form in acQuire Policy/Procedure	Original invoice if services Social Insurance Number Home Address Bank info if Wire Transfer	Signing Designate for Department/Fund or Project	<= 15 business days
Visitor Reimbursement	Non-Travel expenses	Expense Reimbursement Form	Original Receipts Home Address Bank info if Wire Transfer	Signing Designate for Department/Fund or Project	<= 15 business days
Visitor Reimbursement	Travel expenses	Expense Reimbursement Form	Original Receipts Home Address Bank info if Wire Transfer	Signing Designate for Department/Fund or Project	<= 15 business days

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