# INSTRUCTIONS FOR THE CHEQUE REQUSITION FORM

**August 2012**

**TYPES OF EXPENSES TO INCLUDE:**

This form should be used for payment requests to external vendors or individuals up to $2,500. Any payments greater than $2,500 should be processed using a Purchase Order. All employee reimbursement requests must be completed on the Travel and Expense Report.

The minimum amount that will be paid by cheque is $20. Requests for payments under this amount should be processed through petty cash or by accumulating receipts under this amount until the $20 threshold is reached. If a department does not have its own petty cash, payment may be requested through the Finance Office petty cash.

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| **Date Required** | Input the date that you would like the cheque by. Please leave sufficient time for Accounts Payable to process the cheque. The standard process time is 7 business days. If circumstances make it necessary for you to have the cheque in a shorter length of time, please note this on the form and have it hand-delivered to Accounts Payable. |
| **Payee Information** | Input the full name and mailing address of the company or individual being paid. Please include postal code or zip code. This is mandatory for individuals who are not on payroll and provide services to the University. Finance will need this information to issue their tax documents. |
| **Delivery Method** | Select the method you would like the cheque delivered. If it is being picked up, include your name and extension. |
| **Cheque Payment In** | Select the currency in which the cheque or wire transfer is to be completed in. For wire payments, please complete and attach the Documentation for Wire Payment form. |
| **Date** | The date field is formatted as dd/mm/yy for ease of input into the Accounts Payable system. |
| **Invoice Number and/or Explanation** | Wherever possible include the invoice number. If it is not available other explanatory information should be entered. Attach the original invoice to the requisition in the order in which they are listed.<br><br>Additional information can be added even when the invoice number is available.<br><br>SIN (Social Insurance Number) must be provided for any individual who is not on payroll and is providing a service to the University. The payment request cannot be completed without this information, so payment will be delayed until the SIN is provided. |
| **Invoice Total** | Enter the appropriate amounts from the invoice. |
| **Account Number** | The number of the account that you wish to use should be listed here in the form XXX-XXX-XXX. |
| **HST** | Enter the appropriate amounts from the invoice. Please include the federal portion of HST only if the expense has been incurred in another province. |

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| | The total amount of the invoice is input into the system and then the Federal portion of the HST is entered separately. The system then calculates the rebate and removes it from the account. |
| **Research Code** | The Research Code is required for all amounts being charged to a research account starting with 33X.<br><br>Omission of this code will delay processing the payment. The list of Research Codes is available in a drop down within the research code cell. |
| **Advance Section** | If the payee has previously obtained an advance relating to the claim, the OC number of the advance cheque must be recorded to the left of the advance amount, and the amount must be recorded in the cell below Grand Total of claim. This amount will be automatically subtracted from the Grand Total and the difference will be recorded as a "Net Payment Due to Payee" (if the expenses exceed the amount advanced) or amount to be "Returned to Brock" (if the amount advanced exceeded the expenses).<br><br>Any advance provided against the expenses should only be recorded on one claim. |
| **Account Allocation** | Please summarize the expenses by account number in this section. The total estimates in this section must equal the total estimates from above. An "Error" message will appear if these two cells do not match. |
| **Signature** | Correct signatures are vital to prompt processing of payment requests. Forms with incomplete or incorrect signatures will be returned. |
| **Payment Requestor** | This signature is required if the person filling in the form is not the person to whom the payment will be made. |
| **Expense Approver/ Researcher** | This signature acknowledges that the signer approves the expense and agrees that they relate to university business and will not be reimbursed by any other source.<br><br>In the case of a research expense, the signature also shows that the researcher certifies that expenses are for research purposes for which the grant was received and will not be reimbursed by any other source. |
| **Authorized Approver** | This signature is required when the person requesting payment does not have signing authority for the account or for the amount requested.<br><br>It is the Authorized Approver's responsibility to ensure that expenditures follow the purchasing policies of the university and the research granting agency before approving the request for payment. |
| **Blue Sections** | These sections are for finance use only. There is no need to fill in these sections. |

Please refer to the **Purchasing Policy,** the **Travel and Related Expenses Policy** and **Ineligible Expense List Procedure and Guideline** located on the Financial & Administrative Services website for guidelines surrounding eligible and ineligible expenses.