

WHICH FORM DO I USE?

August 2012

Cheque Requisition	This form should be used for payment to 3 rd parties up to \$2,500. Any payments greater than this amount should be processed using a Purchase Order.
Travel and Expense Report	This form should be used for all <u>employee</u> expense reimbursement requests for eligible expenses.
Wire Payment Documentation	<p>This form should be completed and attached to all payments that are to be made by wire transfer. This will include all payments in funds other than Canadian or US dollars.</p> <p>It is up to the person requesting payment to obtain the banking information from the supplier. The documentation for Wire Payment form MUST be completed and sent to Accounts Payable with the <u>cheque requisition, purchase order or other request for payment form.</u></p>
Petty Cash Fund Amendment	This form is to be used to establish, increase or decrease a petty cash fund. To request reimbursement of an existing Petty Cash fund, use the <u>Petty Cash Reimbursement Report.</u>
Petty Cash Reimbursement Report	This form is to be used to replenish existing petty cash funds. <u>Vouchers and original receipts</u> must be attached to the form in the order listed. When replenishing petty cash, the custodian should keep in mind the length of time required to process a cheque to ensure the fund is not depleted before the reimbursement cheque arrives.
Petty Cash Voucher	This form is to be completed before the custodian makes payments from the petty cash fund. Using the voucher ensures that the custodian obtains all required signatures before paying out a claim.
Travel Advance Request	This form is used to request an advance before a trip or conference. The advance amount goes into a holding account and is not charge to the department code until the claimant completes a <u>Travel & Expense Report</u> after the trip is completed.
Participant Payment Advance Request	This form is used to request an advance for participant payments for research purposes. The advance amount goes into a holding account and is not charge to the department code until the claimant completes a <u>Travel & Expense Report</u> after participant payments have been used.