University of Victoria | Accounting Services

Payment Request Form

Do **not** use this form for reimbursements

This form is to initiate payment for transactions **without an invoice** such as funding transfers, remittances, honorariums and unscheduled scholarships or bursaries.

Responsibility for complete, accurate, compliant and properly authorized payment requests rests with account holders and preparers.

Accounting Services Use Only		
Banner Inv #	Banner Doc #	Date Received in Accounts Payable
T-Form Type	T-Form Code	

Payee Information

UVic ID#: (if known)

Pay to: (Last Name, First, Initials or Full Company Name)

Mailing Address: (No PO Box addresses if wire payment is required)

City:		Prov:	
P/Code:		Country:	

Payment will be mailed to the payee address provided or direct deposited if default. If special handling is required explain below:

Payment Request Details

If payable to an individual, please select one:

Refund   Research Subject Fee

Student - Scholarship, Bursary, Award or Prize

Other   Specify:

Payee's SIN#

SIN# Required for payments greater than $100

Details or Purpose of Payment:

Expense Allocation

Fund (5)	Org (5)	Acct (4)	Actv (6)	Locn (6)	Amount	Base	GST	Exempt

Accounting Services Use Only

		Total Payment		Is currency conversion required? If "yes" specify:

Currencies other than CAD/USD will be paid by wire, attach **International Payment Information Form**

Authorization

Who to contact about this payment request

Account Holder's Signature (Delegate)	Printed Name	Date (dd-mmm-yy)	Contact Name	Phone	Department

I am the account holder (or delegate) responsible for this account and authorize that payment complies to UVic policies, is appropriate, legitimate and that funds are available in budget. (Note: Delegates cannot exceed their assigned dollar threshold).

Email

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Quick Hints on Payment Requests

If you have an invoice from a supplier, you do not need to attach it to a payment request. The invoice itself can be coded and signed appropriately and submitted to Accounts Payable for processing.

Payment Request – Account Codes: This list details some of the most commonly used account codes or range of codes for payment requests. Please refer to the full FAST account listing on our website for a comprehensive list. Please choose an account code that best fits the nature of the transaction and complies with acceptable accounting standards.

Service Purchases

General Services

Space rentals	7292
Staff training (registration form)	7293
Inter-library loans	7333

Other services (T4A type usual)

Sundry services	7275, 7294, 7295
Honorariums	7282
Subject fees/research participant	7289
Music/entertainment	7335
Commissions	7297
Royalties (right of use) T5, NR4	7277

Note: Service providers should be supplying invoices for their services and expense costs. Expense claim forms and payment requests should not be used for making payments to service providers. Only UVic faculty, staff, students and UVic sponsored guests would normally be reimbursed for business and travel expenses on travel and expense reimbursement forms.

Student Awards, Scholarships, Bursaries, Prizes

Scholarships, bursaries and awards	7700-7717
Prizes (i.e. student competitions)	7700-7717

Special categories

Memberships	7287
Licenses and fees	7279
Donations	7300
Grants/funding transfers	7281
Insurance	7332

Refunds & remittances

From liability accounts (GST, PST, etc)	2000-2099
From asset accounts	
Accounts receivable	1100-1249
Suspense	1300-1399
From revenue accounts	5600-5899

*Please **DO NOT** use 59XX or 92XX account codes on payment requests. These account codes are reserved for recording internal charges. Internal charges occur when one university department sells goods or services to another university department. The sale and payment are normally recorded on a JV.

What documentation is required to support requests for payment?

- Generally, a payment request form is not used when an invoice has been issued by the supplier. However there may be occasions that a quotation, pro-forma invoice, prepayment invoice, a registration form, a contract or some other form of documentation/communication exists that provides valuable information to support the request for a payment. In these cases, attach what is available. Sometimes, no documentation exists; in these cases; a detailed reason for the payment needs to contain sufficient information to validate the payment request.
- Some research granting agencies require supporting documentation beyond UVic requirements. Please be aware of any specific documentation requirements of the grant to which you are charging expenses.

What signatures are required on payment requests?

- Authorization for requesting payment must be given by the account financial manager (Account Holder) or their delegate.
- Delegates are only able to sign up to their assigned allowable maximum dollar threshold.
- Depending on the amount, type and/or policy related to a payment, a higher authorization may also be required (AVP, VP, Dean, etc). Refer to controlling policy for specifics.

Why do I need to ask for a SIN# for services/honorariums?

- Canada Revenue Agency requires the University to report on a tax slip all payments for services made to an individual in a calendar year that sum to more than $500. We are required to ask for the SIN# of these people so CRA can relate these payments to the correct individual.

But these are honorariums-not service contracts?

- CRA does not distinguish between honorariums and services for hire, they consider them the same and as such the reporting is required to be tracked from the first dollar paid each calendar year and reported when the minimum reportable amount of $500 is exceeded. While we understand it is not always preferable to ask a honoree for their SIN#, CRA puts the onus on UVic to conduct due diligence in asking for the information and using it in accordance with the reporting requirements.