

**Date:** November 10, 2023

**To:** Business Managers, Associate Directors, Operations & Budget Holders

**cc:** Staci Lindsay, Manager, Accounts Payable

**From:**  Kelly Tsoumagas Director, Financial Services

**Subject:**  **Revised Payment Requisition Submission Process**

*\*\*Please cascade this message to your teams as appropriate\*\**

In keeping with accounting & auditing standards and best practice, please be advised that effective immediately, supporting documentation is required for all payment requisition submissions.

Supporting Documentation includes but not limited to an invoice, contract, agreement for services etc. Kindly note that all supporting documents must indicate that Humber College is required to pay a specified amount as well as the payee must be clearly identified on the document.

Below are instructions for completing the payment requisition form going forward.

**Instructions for completing the payment requisition form:**

1. **Requisitioner Information:** Person completing the payment requisition form must include the following on the form:
   1. payee information
      1. All fields are mandatory except SIN# (leave SIN# blank)
      2. FUND, ORGN, ACCT, PROG, AMOUNT, TAX CODE must be completed.
   2. detail sections
      1. Include purpose of payment
   3. add requisitioner’s name (person completing the form)
   4. signature (sign the form)
2. **Requisition Review & Approval:** The Budget holder must review the requisition if the requisition is being approved:
   1. Add approvers name
   2. Approvers Signature (approving requisition acknowledges amount on requisition will be charged to the FOAP indicated)
3. **Payment Requisition Submission:**
   1. Email signed and completed payment requisition form to [**accounts.payable@humber.ca**](mailto:accounts.payable@humber.ca)
   2. Include in the attachments original invoice and or supporting documentation.

To avoid delays and return of the payment requisition form, please follow the steps above. For further assistance and clarification, you may contact [**accounts.payable@humber.ca**](mailto:accounts.payable@humber.ca)

Thank you in advance for your cooperation!