

REQUISITION for PAYMENT (Q Req.) Tip Sheet

What to submit to pay a vendor or be reimbursed for lab related expenses

1. Always provide the following:

Your name as it is on your paycheque (with email & lab name, if lab member)
Speedchart
Description of Expense or Account Code/Name (kind of expense it is, e.g. “ Lab
Supplies” , “651100 Tech supplies”, “Lab Meal, Pizza – 9 guests”)
Amount of reimbursement or payment

2. To pay a non-UBC Vendor, provide their **final invoice** showing:

Merchant/Vendor Name, Address & Contact information
Date of Purchase
Description & Quantity of each item purchased
Total Cost of Order

3. If the payment is to you or to another individual, provide original, itemized receipt(s) for any purchases. Also describe what the purchase was related to, e.g., lab supplies, meal, entertainment, poster printing, etc.*

(*If the purchase is for anything connected to a local or distant conference, research retreat, or other event it will likely need to be processed as a Travel Claim rather than a Q Requisition.)

4. Complete a ‘LOST/MISSING RECEIPT FORM’ for any lost receipts, OR if the vendor did not provide a detailed, itemized receipt. (This means vendor supplied only a credit card receipt or did not supply any receipt.)

Fill out the entire form *except* the ‘TRAVEL CLAIM #TR’ or “REQUISITION #Q” line. These numbers will not be known until the Requisition is actually created, and the online system assigns a number.

5. Tape (don’t staple) receipts to clean side of scratch paper to avoid losing them. Tape along top, bottom or sides of receipt, **not over writing if possible**. Tape causes writing on many receipts fade, becoming difficult to read and photocopy.

Please do *NOT* use highlighter on receipts. Highlighter causes writing to become illegible on many receipts, and any but yellow highlighter can obscure writing in photocopy.

6. Keep a copy of the signed Q Req and backup for your files.

Contact Virginia (2-2766) or Ava (7-4931) for assistance, if needed.