



**One University. One World. Yours.**

**Name:** **Budget Control – Payment Request Form**  
**Policy Number:** 4-2002  
**Origin:** Financial Services  
**Approved:** 1 September 2007  
**Issuing Authority:** Director, Financial Services  
**Responsibility:** Manager, Financial Planning  
**Effective Date:** 1 December 2008  
**Revision Date(s):** n/a  
**Supersedes:** Purchasing – Cheque Requisitions (Index G-43)

---

**PURPOSE:** A [Payment Request](#) Form is used **only** in those instances where the PCard or a purchase order is not appropriate. Use the [Expense Report](#) Form for all travel related employee expense reimbursement. For clarification on whether use of the Payment Request Form is appropriate please contact Financial Planning.

**COMPLETION:** Incomplete or incorrect forms will be returned to the requisitioning department. The form is available online in both MS Excel and PDF format (with completed sample). (<http://smu-web5.smu.ca/pages/financial-services/internal-forms.php>).

Approval:

**Approvals:** Authorization is required from the Department Head. Where the individual being reimbursed is a Department Head, the request must be approved by a level one up from the individual.

**DOCUMENTATION:** The Payment Request form must be accompanied by original documentation that describes the specific goods or services acquired. Where it is not obvious how the goods or services support the budget unit's mandate, the submission must include an explanation. All original invoices, receipts, or other documentation are to be stapled to the Payment Request Form and become part of the University's accounting records.

**ATTACHMENTS:** If additional documents are to be sent to the payee along with the cheque, they should be fastened by paper clip to the Payment Request form. When documents are to be sent to the payee please indicate by placing a (X) in the attachments box labelled yes ( ).

**DISTRIBUTION:** The original Payment Request Form, along with all supporting documents, should be forwarded to Financial Services for processing. Please allow ten business days for processing.