



Invoice Payment Requisition

Email form to invoicepayment@ams.ubc.ca Please allow minimum three days to process

Club/Department Name: _____

Invoice Date: _____

Cheque Request Pick Up Mail

EFT Request **MUST attach a VOID cheque for beneficiary bank account information**

Wire Request **MUST attach a wire filling letter**

Dimension (6 digits)	Account Code (5 digits)	Amount
Subtotal		
GST Dimension (6 digits)	GST Account Code (5 digits)	GST Amount (If Applicable)
0000-00	20160	
TOTAL		

Payable to: _____

EFT e-mail Payment Notification: _____

Invoice Number: _____

Purpose of payment: _____

Initiators Contact Information: _____

Initiated By: _____

Treasurer's Signature: _____

AMS Office Use Only **HR Checked:**

Invoice requisition request checklist

Please ensure to check all the boxes before submission, and attach as page 2 of the PDF.

1. Please submit **only ONE PDF** file per email **with the requisition form as the first page.**
2. Please submit **ONE requisition request per ONE invoice.**
For example, please DO NOT combine invoice#1 and #2 together into one requisition form.
3. Please ensure your **PDF file's cover page is the invoice payment requisition form.**
4. Please ensure content in the requisition form is correct before submission:
 - Date on requisition form **is the same as** invoice date; if no invoice date is present, record the current date instead.
 - The invoice number **must match** exactly with the invoice.
 - Don't include the payee's address in the "Payable to" section of the invoice requisition form.
 - If an invoice lacks an invoice number, provide a brief description on the "Invoice number" line of the requisition form.
 - Subtotal and total amount are filled out correctly
 - Check payment method box off (your request should be paid by Cheque (Pickup or Mail out)/EFT/Wire
 - Double check your dimension (6 digits as XXXX-XX) and account code(5 digits such as 7XXXX). Certain account codes, including 4xxxx, 50000, and 70000, cannot be used for any submission.
 - Only specific account numbers should break out the GST on the invoice requisition form.
 - Independent Contract Agreement should be included if necessary such as services, instruction fee, labor costs etc.
5. Submissions to invoicepayment@ams.ubc.ca must include supporting documents such as a signed contract and an invoice; quotes, estimates, etc., are not accepted.
6. Please use online requests instead of hard copies, directed to invoicepayment@ams.ubc.ca.
7. Final check of requisition forms for completeness and accuracy, attaching all required documentation before online submission; if sending to invoicepayment@ams.ubc.ca, combine all documents into one PDF.
8. Ensure timely submissions; processing time is 5 – 10 business days.

Only relevant for contracts only

Ensure contracts are signed off by AMS executive and sent to contracts@ams.ubc.ca for approval before submission.

When submitting a contract, an invoice is also required to be submitted in the documents