



# Invoice Payment Requisition

E-mail the form to [invoicepayment@ams.ubc.ca](mailto:invoicepayment@ams.ubc.ca)

Please allow minimum 3 days to process.

Club/Department Name: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

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

Wire Request- for non CAD payments **MUST attach a wire filling letter**

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

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 EFT/Wire
  
  - Double check your account code(5 digits such as 7XXXX) and dimension (6 digits as XXXX-XX). Certain account codes, including 4xxxx, 50000, and 70000, cannot be used for any submission. Students shouldnt use 6XXXX accounts.
  - Only specific dimensions 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](mailto:invoicepayment@ams.ubc.ca) must include supporting documents such as a signed contract and an invoice. Quotes, estimates, etc., are NOT accepted.
6. Ensure the file size is under 10mb otherwise we won't receive your submission.
7. Final check of requisition forms for completeness and accuracy, attaching all required documentation before Online submission; if sending to [invoicepayment@ams.ubc.ca](mailto: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](mailto:contracts@ams.ubc.ca) for approval before submission.

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