

POLICY NAME	PAYMENT REQUEST POLICY AND PROCEDURES
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PURPOSE AND SCOPE

The Payment Request Policy and Procedures applies when a payment is required without any good or service having been purchased and therefore a Purchase Order is not possible.

Refer to the Procedures for details regarding the implementation and interpretation of the following policies.

POLICY

P1. General

P1.1. The Payment Request Process/Form is to be used when a payment is required without any good or service having been purchased.

P1.2. The Payment Request Process/Form cannot be used for Donations.

P1.3. McGill University is not permitted to pay McGill students directly for awards and prizes. The payments must be made directly to the Home Institution. Please note there is an exception for prescribed prizes. For appropriate method of payment, please refer to PR2.2.

P1.4. Please refer to Procedures to determine when a Payment Request is appropriate.

P2. Approvals and Responsibilities

P2.1. All Payment Requests require the

OPTIONB

P2.2.3.FFM/PI/Delegate physically signs the paper Payment Request Form (i.e. wet signature)

- x The Payment Request Form/email sent to paymentrequest@mcgill.ca for processing includes the wet signature Payment Request Form (scanned) and MUST also include the FFM/PI/Delegate in the c.c. if they are not the ones submitting the Payment Request.

P2.3. If the payee is the FFM/PI/Delegate or has a personal relationship with the FFM/PI/Delegate, then their direct superior must approve the request.

P2.4. The delegation of approval in certain circumstances is permitted. Refer to the [Delegation of Signing Authority Regulation](#)

P2.5. The FFM/PI/Delegate is responsible in ensuring the Payment Request is:

- a) Legitimate
- b) Appropriate
- c) Reasonable
- d) For University business purposes only
- e) In accordance with University and Granting Agency policies and guidelines
- f) Includes sufficient and adequate supporting documentation
- g) Charged to the correct FOAPAL(s) and no deficit exists or will exist on the fund(s) charged

PROCEDURES

PR1. Administrative Responsibility and Process

PR1.1. The administration of Payment Requests is under the responsibility of Expense Payment Services, Transaction Services, in Financial Services. Any issues regarding the application of these guidelines will be resolved by the Associate Director, Transaction Services.

PR1.2 All Payment Requests must be originated by completing and submitting the [Payment Request Form](#) (login is required) found under the Financial Services website.

Note: In order to mitigate risks associated with duplicate payments, all Payment Requests must be sent via email to paymentrequest@mcgill.ca in the following format:

- x One email = one payment request = one invoice/pdf document (even when there are multiple invoices for the same supplier/payee. If there are three invoices for the same payee, one will need to submit three payment requests/PDF documents for each of the three invoices).
- x Invoices/supporting documentation must be billed/addressed to McGill University
- x The one pdf document must include: the payment request, supporting documentation and the acknowledgements/approvals
- x If the format is not respected, Expense Payment Services Accounts Payable will reject these documents
- x Prior to submitting a Payment Request, please refer to [How To Submit a Payment Request](#)

PR2. Allowable Types of Payment Requests

PR2.1 Payments to public and health institutions, such as hospitals, universities, granting agencies, government

PR2.3 Payments to Corporations/Companies

Payment Requests payable to Corporations/Companies are only permitted when the purpose is for an award, contribution, and/or stipend.

All other payments to Corporations/Companies must be processed via a Purchase Order in MMP for government reporting purposes.

PR2.4 Payments requested by Central Admin Units

Examples of payments submitted by Central Admin Units are to pay deductions at

/Employee, Advances and Expense Reports menu.

PR3. Links to Related Documentation

[Payment Request form](#) (sign-in is required)

[Overview of Procurement and Payment Methods](#)

[Research Administration Roles and Responsibilities](#)

[How to Submit a Payment Request](#)