

Use this form to receive approval for various research payments (listed below) and initiate payment. Note that you must also submit an online requisition for any payments \$2500+ (or totalling that amount over the year). See the next page for more information on requisitions.

## RECIPIENT'S INFORMATION

Full Name:

Email:  Phone:

Currently employed by Nipissing University?  Yes  No

Mailing Address:

## EXPENSE & PAYMENT INFORMATION

**Type of expense:**

- Stipend for non-NU student
- Fees for professional/technical services
- Transfer payment to another institution
- Other, requiring pre-approval: \_\_\_\_\_

**Payment method:**

- Electronic Funds transfer (attach EFT form)
- Cheque (only if EFT is not possible)
- Direct deposit through Payroll (only for payments to NU employees)

Estimated timeline: Start date:

End date:

**Payment schedule:**

Payment	Amount	Payment date
1		
2		
3		
4		
5		
6		

Tax form required:  T4A (use for student stipends)

Other: \_\_\_\_\_

## DESCRIPTION

**For professional/technical services,** describe the work commissioned and its objectives.

**For Other,** provide more detail, including an explanation of how the expense contributes to direct costs of research.

## REQUESTER'S INFORMATION

Full Name:

Department:

## FUNDS

Funding: Cost centre(s):

Grant type(s):

## ▶ SUBMIT

Send your completed form to [research@nipissingu.ca](mailto:research@nipissingu.ca) for review.

## APPROVALS

*HR's approval is required for consulting fees or for processing stipends/payments to NU employees*

HUMAN RESOURCES	DATE	OGSR	DATE	FINANCE	DATE
				PO # <input type="text"/>	

## DO I NEED A REQUISITION?

For payments \$2500+ (either in one payment or in 2+ payments over the course of the year), you will need to submit an online requisition. This will help you track committed funds in a given account and will ensure that the recipient is set up in the system and ready to be paid. For these reasons, submit the online requisition as soon as you commit the funds (e.g., by engaging a non-NU student or technical services), even if you're not ready to make a payment and/or haven't received an invoice.

## HOW TO CREATE AN ONLINE REQUISITION

1. Click 'WebAdvisor' at the top of the main Nipissing webpage and then 'Log in'
2. In the Main Menu, select **Employees** instead of Faculty
3. Under Online Requisitions, select **Enter a Requisition for Goods and Services**
  - If you don't see this option, contact Cheryl Zimba ([cherylz@nipissingu.ca](mailto:cherylz@nipissingu.ca)) to request access
4. Search for and choose the vendor
  - If the recipient doesn't exist as a vendor in the database, ask Adam Middleton ([adamm@nipissingu.ca](mailto:adamm@nipissingu.ca)) to add them
5. Fill out and submit the online requisition, including the appropriate cost centre
  - If the invoice includes tax, enter the amount before tax, since the requisition defaults to adding the HST 13% tax option (this can be altered at the bottom of the form, if needed)
  - If you have committed to multiple payments, include these in the same requisition (see screenshot below)
  - If the funds are research funds, add **carriet** as the approver

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price
Stipend pmt 1 - Oct 1/23		1	▼	\$1000
Stipend pmt 2 - Dec 1/23		1	▼	\$1000
Stipend pmt 3 - Feb 1/24		1	▼	\$1000
Stipend pmt 4 - Apr 1/24		1	▼	\$1000

6. Creating requisitions commits the funds but doesn't trigger the payment(s). Once you're ready to make a payment, send the invoice or this form to [acctpayable@nipissingu.ca](mailto:acctpayable@nipissingu.ca), citing the requisition number of the requisition that you created.
  - If this form includes a schedule of multiple payments, send a copy of this form, highlighting the appropriate payment, to [acctpayable@nipissingu.ca](mailto:acctpayable@nipissingu.ca) each time that a payment is needed. **Why?** This helps prevent AP from making payments that are no longer needed – e.g., if a student leaves their program prematurely.
  - For this reason, it's best to avoid scheduling payments close together. If possible, try to schedule them at least a month apart.