

OVC Standard Operating Procedure

Cheque Requisition



Document version: V0.1

Date: 04/08/2016

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Summary

Topic List	<p>The following contents are contained in this procedure:</p> <ul style="list-style-type: none"> Revision History Reviewer and Approver Block Frequency Scope Scope Exclusions OVC Policy Reference Required Applications and Systems High Level Process Overview High Level Process Map Roles and Responsibilities Cheque Requisition
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Revision History

Version Number	Change Summary	Prepared or Updated By	Effective Date
1.0	Initial Draft	Marie Ducasse	April 11 th , 2016
1.1	Draft Review	Jimmy Weng	May 3 rd , 2016
1.2	Re-write based on draft review	Jimmy Weng	May 5 th , 2016
1.3	Processing Cheque Requisition validation	Jimmy Weng	May 10 th , 2016

Reviewer and Approver Block

Document Contact:

- Judy Tack, Chief Financial Officer

I confirm that appropriate subject matter experts from the Operations team were part of the review and testing of this document.

Document Approver:

- Carol Ann Higgins, Chief Administrative Officer
- Judy Tack, Chief Financial Officer

Financial Clerks responsible for this process should test the validity of this document on an annual basis to ensure this document remains current. In the event of High Value Purchase Requisition processing operations need to amend this process for whatever reason, an appropriate subject matter expert(s) will be empowered to make suitable changes.

Operations:

I confirm that appropriate subject matter experts from the Financial Clerks team were part of the review of this document.

Document reviewer:

- Judy Tack, Chief Financial Officer

Process Subject Matter Expert/Team Leader:

- Sally Maclachlan, Operations Manager
- Bryan Potter, Operations Manager
- Frances Graziotto, Financial Clerk
- Karla de Uslar, Financial Clerk
- Lily Arpa, Financial Clerk

I certify that in the event of increasing escalations in support of this document, I will raise the concern with the Chief Financial Officer to initiate an SOP review. I will also provide an appropriate resource to vet future changes to this document on a standard ongoing basis.

Controls:

I confirm that appropriate controls are in place for this process and that it will be tested for on an annual basis through quality reporting.

Should an issue be identified through the quality reporting process, the concern will be escalated to the Chief Financial Officer.

Process Integrity & Change Management:

I confirm that this SOP has consulted all necessary parties to ensure an accurate depiction of the process today. All reasonable efforts have been made to eliminate any procedural gaps.

I certify that in the event that a process gap is identified, I will identify the document owner that will be accountable to close the process gap. In the event of material process changes impacting work-flow, I am responsible to raise the issue in the form of a Change Request and seek agreement from the Chief Financial Officer.

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Frequency

The frequency of the procedures in this SOP document is as follows:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually

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Scope

This SOP describes the steps to process Cheques Requisitions to provide a method of requesting and authorizing payment by Cheque from University funds for the following cases:

- Honorarium
- Awards
- Expense claims for non OVC employees.

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Scope Exclusions

A Cheque Requisition is not the appropriate method for paying individuals for services rendered to the University, nor to reimburse expenses claimed by OVC employees or students.

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University Policy Reference

The Cheque Requisition Guidance can be found [here](#).

The Cheque Requisition form can be found [here](#).

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Required Applications and Systems

Application or System Name	Used For :
Footprints	Processing Cheque Requisitions to provide a method of requesting and authorizing payment by Cheque from University funds for Transactions other than those included in the regular Accounts Payables routine.

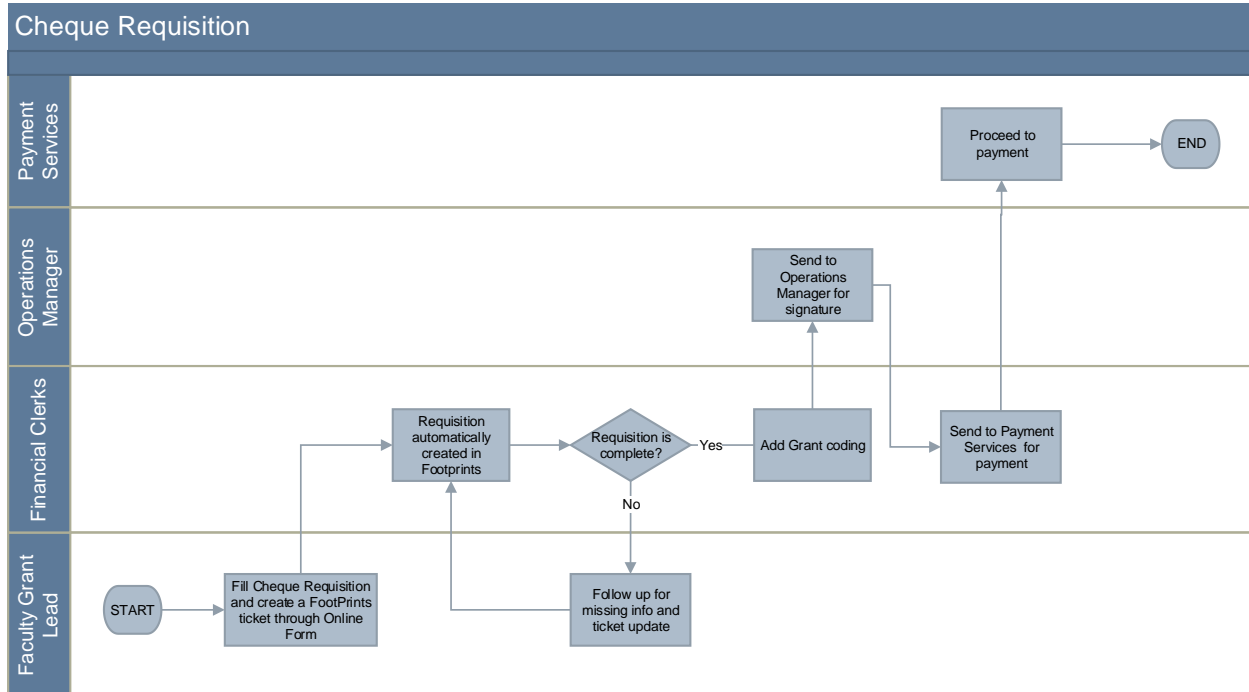
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High Level Process Overview

The following process highlights all the steps to be performed by the Financial Clerks in order to process Cheque Requisitions

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High Level Process Map



Note: This map is for context only; detailed procedures are provided below.

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Roles and Responsibilities


		Travel & Expense Claims
		Stakeholder
		Cheque Requisition
Internal to OVC	Financial Clerk	R
	Operations Manager	A
University Financial Services	Payment Services	C

Stakeholder	Description
R - Responsible	Who actually completes task
A - Accountable	Ultimately responsible, has yes/no authority
C - Consulted	To be consulted prior to final decision or action
I - Informed	To be informed after action decision or action is taken

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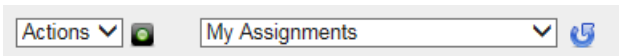
Cheque Requisition

Purpose	The aim of this process is to process the Cheque Requisition from the Department to A/P.
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Step	Action
1	<ul style="list-style-type: none"> Receive an email from Footprints notifying that a Cheque Requisition ticket has been created.
2	<ul style="list-style-type: none"> Log in Footprints to view the Cheque Requisition ticket: 

1. Fill your user name and password using your central UofG login credentials
2. Click on the “Login” button

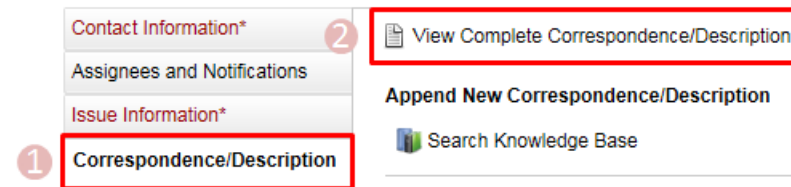
- Select “My Assignments” to see the tickets that has been assigned to you



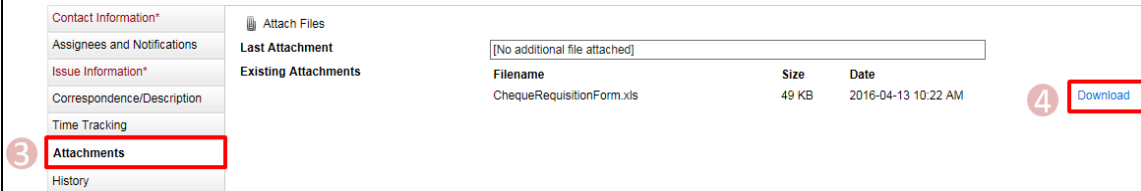
- Click on the ticket number to open it. The ticket will open in a new web page.

Number	Priority	Title	Status
635		TEST - Cheque Requisition Requisition from ... for signature. [more...]	Assigned

1. Click on the “Correspondance/Description” tab
2. Then click on “View Complete Correspondence/Description” to look at the description of the Cheque Requisition.



3. Click on the “Attachments” tab
4. Download the Cheque Requisition form



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 - Ensure that all the mandatory fields have been adequately filled in the Cheque Requisition form:
 - Date
 - From
 - Dept
 - Ext
 - Payables to
 - Address
 - Postal Code
 - Special Mailing Instructions if not as Addressed
 - Employee # (to be filled when the cheque is payable to a non-OVC employee)
 - Social Insurance number (to be filled when the cheque is payable to an individual that is not an OVC employee) AND in the case of honorarium or awards
 - Date Cheque Required (this date should be the Wednesday of the week following the Cheque Requisition)
 - Currency of payment
 - Amount
 - Purpose of payment

Note: the cheque requisition can be rushed to be paid on the next day. In this case

justifications should be added in the “Special Mailing Instructions if not as Addressed” box.

The invoice information is not mandatory and should only be filled when an invoice has been issued.

- 4 • Fill the Grant coding information:

ITEM	QTY	3-FUND (M)	6-UNIT (M)	6-GRANT	6-PROJECT	5-OBJECT (M)	AMOUNT

Note: Grant/Project coding refers to the 6-digit number that represents the grant/program from which the expenses will be paid. If there is a grant code, there will be no project code and vice versa

- In the Invoice Reference box, enter “CR-20XX-#”, replacing XX with the year and # with the FootPrints ticket number

The screenshot shows a form with various fields. A red rectangular box highlights the 'INVOICE REFERENCE' field, which is located in a section titled 'IF THIS CHEQUE REQUISITION IS IN PAYMENT OF A PURCHASE ORDER ENTER P/O. IN APPROPRIATE BLOCK.' Below this title are fields for 'INV DATE', 'BATCH', 'P O NUMBER', and 'INVOICE REFERENCE'. The 'INVOICE REFERENCE' field is currently empty.

- 5 • Add the assigned Invoice Reference number to the end of the Ticket Request Title
- Upload the updated form into footprints

The image shows two screenshots from the Footprints system. The left screenshot shows a sidebar menu with the 'Attachments' tab selected and highlighted with a red box and the number '1'. The 'Attach Files' button is also highlighted with a red box and the number '2'. The right screenshot shows the 'Upload a File - Internet Explorer' dialog box. It contains instructions for uploading a file and three 'File to Upload' fields. The first field has a file path 'C:\Users\marduc02' and a 'Browse...' button highlighted with a red box and the number '3'. A 'GO' button at the bottom is highlighted with a red box and the number '4'.

1. Click on the “Attachment” tab
2. Click on “Attach Files”
3. Click on the “Browse” button to search the updated version of the form, containing the Grant coding information
4. Once the updated form is attached, click on “Go”.

Important: Do not replace the existing version the file that has been sent by the Faculty.

- 6 • Print and obtain signature of the Operations Manager on the form

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- Once you receive the signed form from the Operations Manager, scan and upload the form into FootPrints (refer to step 5)
- Create a photocopy of the Cheque Requisition for the Finished File
- Send the cheque requisition form and related supporting documents to Payment Services
- Close the ticket in Footprints by selecting the “Closed” status within the ticket:

Status*
Closed

- Click on the “SAVE” icon



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