**\*\*\*\* Only to be used if VISA is not accepted\*\*\*\***

**Non-PO Voucher**

* **Must be under $5000**
* **Cannot be used for any vendors that have been on-site and required WSIB and Insurance**

**To generate payment:**

1. Provide TWO signatures (yours and the budget head) and the account and department number - indicate vendor does not accept VISA and send invoice to Accounts Payable.
2. If the invoice is from an individual and not a registered business you **MUST** have an **Employee/Supplier form** filled out and signed by HR (contact your HR consultant) and send to Accounts Payable with the invoice
3. If there is not a proper invoice please fill out a "Request for Payment" form and attach to any back up you may have.