



University
of Windsor

Payment Request Form

Purpose: This form will enable the campus community to submit a payment request to Accounts Payable when no invoice is received. An example would be an individual who provided a guest speaker service to the University and will not be providing an invoice. This Form will act as the invoice to initiate payment. The process for achieving payment is as follows:

1. Log into UWinsite Finance and navigate to Purchasing (green cart)
2. From "Quick Links" section, select "Smart Form (Payment Request)"
3. Complete and submit the Smart Form, detailing the payment that you need to issue. Note that this step will require you to confirm your supplier exists in the data base; if the supplier does not currently exist, the supplier will have to be added. Once submitted, note the Order Number assigned by UWinsite Finance in the space provided on the form below (you will need this number to complete the Payment Request Form).
4. Complete this Payment Request Form, and submit to apinvoices@uwindsor.ca
5. Once the goods have been received, log into UWinsite Finance and "receive" this order in the Receipts Section. Receipt must occur before supplier payment can be made.

Requestor Information:

Date (YYYY-MM-DD): _____ Name: _____
 Department: _____ Email: _____

Supplier Information

Supplier (Payee) Name: _____ Supplier Number: _____
 Site Name: _____

Order Information

ORDER NUMBER (from Payment Request Smart Form): _____ Currency: _____

Description (of Item/Service)	Quantity	Unit Price	Amount
Total Amount			

Submit the completed form to APInvoices@uwindsor.ca