



Financial Services Use Only

Voucher # \_\_\_\_\_

T4A Code \_\_\_\_\_ Approval \_\_\_\_\_ Date \_\_\_\_\_

Account/Funds Approval \_\_\_\_\_ Date \_\_\_\_\_

### Cheque Requisition for Principal Investigator's Fees (University of New Brunswick Employees Only – T4A's will be issued for all payments to small suppliers)

To: Office of Research Services

Date: \_\_\_\_\_

Contract Holder: \_\_\_\_\_

Contract Name (Project Title): \_\_\_\_\_

Amount: _____	Canadian Funds Only
Payee: _____	S.I.N. Number _____
*HST Number: _____	Employee ID _____

*\*(If you have received over \$30,000 in T4A income in the previous 12 month period you are no longer a small supplier and HST is applicable. Please contact Canada Revenue Agency (CRA) to register for an HST number).*

Contract Account Number:

LOC	UNIT							OBJECT					FD	FU					
-								-	5	1	2	2	0	-			-	0	1

**Payment by Direct Deposit Only**

If banking information for direct deposit is not on file with Financial Services, please contact them immediately in order that your payment may be processed.

Dates and/or hours worked: \_\_\_\_\_

Pay rate per contract guidelines: \_\_\_\_\_

**1) Certification of payee:**

- I hereby certify that the dates and/or hours worked above are correct, and that the work has been done according to the contract specifications. I recognize that fees are payable only upon receipt of payment by UNB from the client. Yes  No

- I continue to be a small supplier as noted by not having an HST registration number. Yes  No

**2) Approval of Contract Holder:**

I approve payment of this fee from my contract account indicated above.

3) Research Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

4) Director of Financial Services: \_\_\_\_\_ Date: \_\_\_\_\_