



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: _____

Datatel 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																			
	-							-	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: _____