

To: University of Windsor Campus Community Members
From: Rachel McRae, Controller, Finance
Date: July 29, 2022
Re: **Payment Process for Indigenous Elders for Campus Users**

1. The Requester (faculty or staff member) will submit a cash advance request using the **Honorarium Request Form for Indigenous Elders/Participants** to APINVOICES@uwindsor.ca. A defined cash pick-up date must be specified on the form. The request must be made a minimum of **15** business days prior to the requested cash pick-up date. Please note, appropriate back-up must be included with the request, including approval from the requester's one-up approver and budget approver for the account being charged.
2. The Senior Accounts Payable Coordinator within the Finance department will notify the requester via email when the cash payment is ready for pick-up. The requester will pick-up the cash payment from the Accounts Payable Office located in Chrysler Hall Tower 4th Floor.
3. The requester will need to show a copy of the notification email sent by the Senior Accounts Payable Coordinator when they pick up the cash from Accounts Payable. The requester will also be required to sign the **Cash pick-up sheet** at the time of pick-up.
4. The Accounts Payable Office staff will provide the cash payment to the Requester along with a **Record of Issuance of Payments to Indigenous Elders / Participants**, to be signed by the Elder. The Elder will be required to sign this receipt as proof that the cash was eventually provided to them.
5. Requester will provide the cash to the Elder and obtain the Elder's signature on the **Record of Issuance of Payments to Indigenous Elders / Participants**.
6. Once the cash has been provided to the Elder and confirmation of receipt has been obtained, the Requester will be required to input a Payment Request within the UWinsite Procurement module to clear the Honorarium Request for Indigenous Elders/Participants. The Payment Request must be processed within **15** business days from the Elder receiving payment. Supporting documentation for the Payment Request must include signed copy of the **Record of Issuance of Payments to Indigenous Elders / Participants**.
7. The Payment Request will be routed, through the UWinsite Finance workflow, for approval by the one-up approver and budget approver on the account being charged.
8. Once the Payment Request has been approved, the Requester will be required to receipt the Payment Request in Procurement module.

Forms/Templates to be used by Finance in Payment Request Process:

- Below we have also included a copy of the following forms/templates for your review and comment:
 - **Honorarium Request Form for Indigenous Elders/Participants.** This form will need to be completed by the Requester. This will be located on the Finance website. **(Appendix A)**
 - An example of the **Cash pick-up sheet.** This sheet will be located in Accounts Payable Office. This will be completed by the Requester at the time the cash is picked up. **(Appendix B)**
 - **Record of Issuance of Payments to Indigenous Elders / Participants.** The Elder will be required to sign this receipt as proof that the cash was eventually provided to them. **(Appendix C)**

Appendix A: U Windsor Elder Honorarium Request Form (will be made fillable)



**Honorarium Request Form for
Indigenous Elders / Participants
(Cash Advance ONLY)**

Purpose: This form will enable the campus community to submit an honorarium request to Accounts Payable for services provided by Indigenous Elders / Participants. This form will act as the invoice to initiate cash advance payment.

Requestor Information:

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

Supplier Information:

Supplier (Payee) Name: _____
Supplier Number: _____

Honorarium Information (please see Remuneration guidelines for honorariums below):

Description of Service: _____

Cash Amount: _____ **Currency:** _____

Account: _____

Date Honorarium is Required (YYYY-MM-DD): _____

Reference Number (Payee's Initial and Honorarium Date): _____

Note: Please ensure this form is submitted **at least 15 business days** before the date the honorarium is required.

Submit the completed form to APIInvoices@uwindsor.ca

Appendix C: Example of the Cash Receipt signed by Elders



Record of Issuance of Payments to Indigenous Elders / Participants

Notes:

- For confidentiality reasons, please use **one page per recipient**
- For any **individual receiving cash payment of \$450 or more**, please get their Social Insurance Number (SIN) and their mainlining address in addition to the below information

Requester Name:	
Date:	
Recipient's Name:	
Recipient's SIN (only if required)	
Recipient's Mailing Address (only if required)	
Amount / Value:	
Signature of Recipient:	