

**From:** Tapping, Janet <Janet.Tapping@uhn.ca>

**Sent:** March 25, 2020 6:21 PM

**To:** research-community-news@uhnresearch.ca <research-community-news@uhnresearch.ca>

**Subject:** \*\*\*Please Read\*\*\* - Invoice processing/approval and Pcard statement submission during Covid disruption to normal workflows

Hi everyone,

Due to the current modifications to normal work processes and increased working remotely, adjustments have been made to the Research invoice submission process and Pcard statement submission deadlines to accommodate for the disruption of normal workflows. The changes recognize that wet signatures may not be available while limiting person to person contact.

### **Invoice submission**

Two alternatives are available:

1. Provide a coded, signed (wet signature) and scanned invoice e-mailed to your RFS Expense Analyst (see list below) where wet signatures are possible.
2. Provide an e-mail to your RFS Expense Analyst (see list below). The body of the e-mail **must** include:
  - a. The vendor/payee;
  - b. The invoice number;
  - c. Invoice date;
  - d. Amount to be paid;
  - e. The FCC to be charged;
  - f. Your approval to pay the attached invoice based on the information in (a) to (e); and
  - g. The invoice as an attachment

RFS Expense Analyst assignments:

- i. Omadai Kumar ([omadai.kumar@uhn.ca](mailto:omadai.kumar@uhn.ca)) – TGH
- ii. Anne Soong ([Anne.Soong@uhn.ca](mailto:Anne.Soong@uhn.ca)) – TWH and KITE
- iii. Ida Bejelia ([Ida.Bejelia@uhn.ca](mailto:Ida.Bejelia@uhn.ca)) – OCI
- iv. Soraya Gholipour ([Soraya.Gholipour@uhn.ca](mailto:Soraya.Gholipour@uhn.ca)) – RSS, TECHNA and McEWEN

The RFS Expense Analysts are able to route electronic documents via Echosign if any additional approvals are required under SADP. Please reach out to your Expense Analyst if you have any questions. They can also address submission methods for expense reimbursements (Form 2504).

### **Pcard statement submission**

The Pcard statement submission deadline has been extended to the week starting April 6th. If you are currently able to submit your Pcard statements, please do so. If you are unable to submit, please hold onto your statements and backup until April 6<sup>th</sup>. Pcards will not be suspended.

RFS will continue to provide updates for other modifications to processes to adapt to the evolving landscape. Thank you for your patience during these changing circumstances.

**Janet Tapping, CPA, CA**

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