**[Q-req](http://www.finance.ubc.ca/documents/Q-RequisitionforPayment-Eforminstruction.xls)**

The Requisition for Payment Form (Q-Requisition) will be used for payments of less than $**3,500.01**.

The Requisition for Payment (Q-Req) form should be used sparingly. Most department buying should be done by purchase requisition/ purchase order or purchasing card. In general, the Q-Req should be used for expenditures of relatively small dollar value, of less than $3,500.01 CDN. It should not be used for supplies, materials, purchased services or other items which University policy requires to be ordered through Supply Management and/or its supplier direct programs.

Reimbursements to employees for travel, entertainment, or other out-of-pocket business expenses should usually be requested on the appropriate form, Travel Requisition or using American Express card program. Out-of-pocket business expense reimbursements are also subject to relevant university policies.

When a Q-Req is submitted for payment of items that should be or should have been ordered through Supply Management protocols, the Q-Req will be returned unhonoured to the originating department with instructions to process the item appropriately.

Some exemptions to the Q-Req limit exist. Exemptions included in the PO Exemption List will allow a Q-Req, with proper authorization and support, to be used to process payments over $3,500. A Requisition for Payment Exemption Justification Form must be completed and attached to each Q-Req over $3,500. The Exemption Form specifies which exception the transaction falls under. Q-Reqs over $3,500 without an Exemption Form attached **will be returned** unpaid to the originating department.

The average turnaround time for cheques issued via a Q-Requisition is approximately 2-4 weeks.

The SMART FORM is a web-based Requisition Form which serves to replace paper-based requisition forms (Q-Requisitions and Travel Requisitions). Requisition details are entered electronically into a SMART FORM by any eligible department, eliminates duplication of data-entry and incidences of missing information, and significantly reduces payment cycle time. Payments processed via the SMART FORM normally take 10 business days on average.

Access to the SMART FORM requires a 3-hour training course and FMS nQuery access.