Payment Methods

Consult our Knowledge Base – http://kb.mcgill.ca/fskb
Browse > Purchases & Payments folder
Article 4111
## Payment Methods (non-travel)

The University has 3 main payment methods for goods/services:

<table>
<thead>
<tr>
<th>Description</th>
<th>PR</th>
<th>PCard</th>
<th>Pay. Req.</th>
<th>EXR</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time purchases for non-travel related Goods &amp; Services Consult the Paying One-Time Suppliers decision grid</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Purchase of non-travel related Goods &amp; Services with a value less than $2,500 Consult the Paying for Goods &amp; Services decision grid</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Purchase of non-travel related Goods &amp; Services with a value over $2500</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Payment to Public Institutions (hospitals, universities, granting agencies, government) and Student Societies</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Research and development expenses for collaborating external partner Consult the Subaward Agreements information sheet</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
</tbody>
</table>

## Procurement & Payment Methods

<table>
<thead>
<tr>
<th>PR = Purchase Requisition Pay. Req. = Payment Request EXR = Expense Report</th>
<th>PR</th>
<th>PCard</th>
<th>Pay. Req.</th>
<th>EXR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of membership dues to Public Institutions Consult the Paying Memberships to Universities decision grid</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Payment of membership dues to Non-Public Institutions Consult the Paying Memberships to Associations/Organizations decision grid</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Payments made on behalf of Trust Funds</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Non-invoice payments – subject fee, living allowances, guest lecturer and speaker remuneration, refunds, monthly taxes or premiums to government or insurance offices</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Travel related expenses (Conference registration, transportations, meals, etc.)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
<tr>
<td>Scholarships / Awards / Bursaries / Prizes / Stipends – payments are processed through Banner Student Aid (BSA)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✗</td>
</tr>
</tbody>
</table>
Payment Methods (non-travel)

The University has 3 main payment methods for goods/services:

1. **Purchase Requisitions:**
   In order to receive goods and/or services, Faculty and Staff at McGill must issue a purchase requisition in McGill MarketPlace (MMP) describing the required goods and/or services, the quantity, the unit price and delivery requirements.
   - MMP contains McGill’s contracted and preferred Suppliers.
   - Contracted Suppliers must be used.

2. **Procurement Card (PCard):**
   Best used for one-time purchases in person or online, subscriptions, and for Suppliers who do not accept purchase orders.

3. **Payment Request:**
   Used to generate a payment for which no other process (Purchase Requisition, Procurement Card, Payroll, Expense Reimbursement) is appropriate.

Browse > Purchases & Payments folder > MMP folder
Article 4033 – MMP Roles & Responsibilities

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**Purchase Requisitions**

Order is submitted in the McGill MarketPlace (MMP) (Minerva) by a Requestor—a requisition is created

Approval by the FFM/PI or their Delegate is electronically recorded in Minerva & then sent for Central approval (if needed)

Procurement Services electronically issues a purchase order to the Supplier and the Requestor (by email)

Supplier provides the goods/services and sends an invoice for payment to Accounts Payable

Accounts Payable processes the invoice and schedules a payment date (30 days)
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Browse > Purchases & Payments folder
Article 4111

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Procurement Card (PCard)

CardHolder makes a purchase (in-person or online)

Transaction is uploaded from the bank into the MOPS system in Minerva

CardHolder or Departmental PCard Reconciler reconciles the transaction (assigns a FOAPAL to charge) in MOPS

Approval by the FFM/PI or their Delegate is electronically recorded in Minerva

Once approved, the transaction is posted to the ledger

Definitions of terms:

**PCard (McGill University Procurement Card)** = A University selected credit card assigned to cardholders to allow the purchase of goods and services up to specified amounts for business purposes.

**MOPS (McGill Online PCard Service)** = A Minerva-based system whereby Procurement Card (PCard) transactions, uploaded from the bank, are made available for reconciliation and approval.

**Departmental PCard Reconciler** = Individual who has been given the authority (by the CardHolder) to reconcile transactions in MOPS on their behalf.
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**Definitions of terms:**
- **FFM/PI** = Fund Financial Manager/Principal Investigator: The faculty or staff member responsible and accountable for the financial operations encompassed by a McGill fund.
- **Fund Administrator** = The person in the Financial Services Department responsible for the administration of a fund.

Payment Request

- Form is downloaded from the Financial Services website, completed and printed
- Approval by the FFM/PI or their Delegate is recorded via wet signature on the completed form
- Signed form is sent to Accounts Payable (Financial Services) at 3465 Durocher
- Approval of the Fund Administrator of the fund charged is recorded via wet signature on the completed form
- Accounts Payable processes the payment request in Banner and schedules a payment date