



Where ideas work

Ministry of Finance

INVOICE CODING SHEET

RETURN CHEQUE TO MINISTRY?
(if yes, enter "D")FOREIGN CURRENCY OR WIRE?
(if yes, enter "\$" for foreign and
"W" for Wire transfer)

Link to Invoice Coding Sheet completion instructions.

PAYEE NAME <u>ROBERT CHAMBERLIN</u>				* SUPPLIER # <u>s.22</u>		* SITE <u>001</u>				
CONTRACT/PO # <u>C21PREM1566</u>		INVOICE DATE <u>30-NOV-2020</u> <small>DD-MMM-YYYY</small>		INVOICE # <u>001</u>						
DATE INVOICE RECEIVED <u>16-DEC-2020</u> <small>DD-MMM-YYYY</small>		DATE GOODS/ SERVICES REC'D <u>12-NOV-2020</u> <small>DD-MMM-YYYY</small>		RECEIPT # <u>6371</u>						
NAME &/OR ADDRESS OVERRIDE:				DESCRIPTION FOR CHEQUE STUB: Robert Chamberlin s.22						
DATE CHQ/EFT REQ'D (ONLY IF URGENT) <u>DD-MMM-YYYY</u>		GL DATE (if applicable) <u>DD-MMM-YYYY</u>		PAY ALONE? YES <input checked="" type="checkbox"/>						
OFA STOB & ASSET # (if applicable):										
AMOUNT (INCLUDING TAX)	PRE-TAX AMOUNT (EXCLUDING TAX)	PST AMOUNT	GST AMOUNT	TAX CODE <small>PST & GST, GST, PST, GST Travel, Other</small>	CL	RESP	SERVICE LINE	STOB	PROJECT	NAME & SUPPLIER # if STOB 57
1837.50 1750.00	1750.00		87.50	GST	004	36A10	36200	6101	3601141	
1837.50 1750.00	TOTAL									
* EXPENSE AUTHORITY (EA) INFORMATION:					* QUALIFIED RECEIVER (QR) CERTIFICATION:					
* <u>VANESSA GEARY</u> EA PRINTED NAME					* <u>ELIZABETH PARKINSON</u> QR PRINTED NAME					
* BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports.					The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met, or other conditions, if any, have been met).					
					QR SIGNATURE					
ADDITIONAL INFORMATION OR INSTRUCTIONS:										

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices
FIN FSA 017 REV. OCT/16

INVOICE

Attention: Eleanor Mulloy
 Title: Executive Administrator Assistant
 UC Phone: 778 698 8971
 Cell Phone: 250 208 6194
 Email: Eleanor.Mulloy@gov.bc.ca
 Date: November 23, 2020
 Ministry Contract No: CZ1Prem1566
 Supplier No:s.22 SITE 001

Deputy Ministers Office
Office of the Premier
PO Box 9041 Stn Prov Gov
Victoria, BC
V8W 9E1

Description	Days		Rate	Amount
General Service Agreement November 9, 2020 – November 13, 2020 Bob Chamberlin: November 9, 10, 11, 12	3.5		\$500/day	\$1,750.00
	GST		@ 5%	87.50
			Total	\$1,837.50

Invoice Workbench (FS - AP - Inquiry)

Batch Control Total Batch Actual Total

Invoice Entry and Inquiry - CAS1

Operating Unit	GL Date	Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	In
Finance Supported E	29-DEC-2020	Standard	C21PREM156	CHAMBERLIN, ROBERT	s.22	001	30-NOV-2020	01

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

✓

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	
Check	18794286	30-DEC-2020	30-DEC-2020	<input type="checkbox"/>	1,837.50		
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Payment Overview