



Ministry	Supplier Number	Site	Supplier Name	Invoice Date	Invoice Number	Received Date
031						

Payment Stub Message

Contract Number or P.O. Number

Line	Amount	Client	Resp.	Service Line	STOB	Project No.	Description
1							

SPECIAL INSTRUCTIONS

EXPENSE AUTHORITY

The expenditure or requisition for payment is a lawful charge against an appropriation is not exceeded, and is in accordance with the appropriate statute, regulation, Treasury Board directive, and central agency and ministry policies: the amount is correct and in accordance with a purchase agreement or contract, or if not specified, the amount is reasonable, and where applicable, the goods and 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).

Print Name

Signature

QUALIFIED RECEIVER

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).

Print Name

Signature