

Types of Financial Transactions

McMaster uses a variety of methods to process each financial transaction.

Purchasing Card (P-Card)

With their supervising faculty member's permission, staff members (except summer students and maternity leave replacements), can apply for a P-Card. This is a credit card in the staff member's name which can be used to purchase supplies and other items for the office. This credit card is paid automatically by the university, and each user reconciles through Mosaic to charge the appropriate chartfield string on a monthly basis. Because this is paid automatically, it will not affect the cardholder's credit. This card is restricted so that it can only be used for purchases of goods and services, and not travel or food. The reconciliation of this card is done on a monthly basis, and this must be done by the cardholder, and submitted to Surgery Finance (JCC 3-223).

- Please see the documents list for the P-Card application

Most orders will be placed through Grand and Toy, an office supplies company. In order to purchase from Grand and Toy with McMaster's discounts, please contact Ann Kolkin to set up an account. You can set this up before you have your P-Card, but you won't be able to place any orders until you have received your P-Card.

For staff members covering maternity leaves, or those would make very infrequent purchases, Ann Kolkin can place an order on your behalf. Just email your order (kolkina@mcmaster.ca, cc your supervisor for approval purposes) and she will put the order through on your behalf.

Diners Club International Card

Some faculty members choose to hold a credit card in their own name if they frequently purchase items that are not allowable on a P-Card (i.e. travel and food purchases). In this case, we would apply for a Diners Club card. This card must be reconciled monthly. This is considered a personal card that will not be paid automatically on a monthly basis. If outstanding balances are not reconciled, it will affect the cardholder's credit. You must submit all receipts along with the Diners statement each month to Surgery Finance (at the time of issue, we will let you know which accounting assistant will process the expense reports in Mosaic to reconcile the card balance). Once the Surgery Finance office enters the expense report in the system, the cardholder must log into Mosaic to approve.

For one-time travel or food purchases that require a credit card, contact Marcy Murchie (willim6@mcmaster.ca).

Vouchers

Vouchers are done to pay invoices and to reimburse non-employees for travel and other items purchased on behalf of the university. All vouchers in the Department of Surgery are done by the Surgery Finance office. Please send all original invoices and/or supporting documentation to the relevant person at the bottom of this page. Please ensure that you include the chartfield string(s) that you will be charging, along with the "Expense Report – Non Employees" form if you are reimbursing someone for an expense they incurred on behalf of the university.

- Please see documents list for "Expense Report – Non-Employees" form

Travel & Expense

All employee reimbursements are done through Mosaic via the Travel and Expense system (T&E). Like vouchers, all reimbursements will be done by the Surgery Finance office. Please send all original receipts along with the “Expense Report – Employees” form. Once they have processed your expense report, you will be required to log into Mosaic to approve the transaction. Detailed instructions will be provided when you have a reimbursement to approve.

- Please see documents list for “Expense Report – Employees” form

Contacts for Processing Financial Transactions:

Research/MSA Travel: Ann Kolkin, kolkina@mcmaster.ca, Ext, 47106, JCC 3-223

COP: Nick Gervais, gervaisn@mcmaster.ca, Ext. 47107, JCC 3-223

Education: Tanya Nesvit, nesvit@mcmaster.ca, Ext. 47104, JCC 3-223

Diners: To be designated at time of card issue.