

In response to the current environment when most employees are working from home, the University of Toronto financial policy regarding hand-written (wet) signatures has been temporarily waived for the processing of invoices.

For the time being, an electronic signature or an email from the Account holder's utoronto.ca email address will be an acceptable approval mechanism. However, please be advised that once normal operations resume, we will need you to re-sign the invoices, as Financial Services will require wet signatures on all invoices that were previously approved electronically.

If you receive an invoice directly from a vendor, either electronically or via hard copy, please forward it, along with any supporting documentation you have (packing slip, service confirmation, etc.) to chemstores@utsc.utoronto.ca. In the email, please indicate your approval of the invoice along with the accounts to be charged.

For all invoices received by the Department:

- You will be contacted by a member of the finance team requesting your review. To support the review of the invoice you will be electronically provided all important documentation associated with the purchase (invoice, packing slips, etc.).
- To approve the purchase, simply respond to the email indicating your approval. If you wish to change the account numbers, please indicate the revised accounts to be used.

If you have any questions or concerns about the status of an invoice payment, please send an email to the dpesfinance@utsc.utoronto.ca alias.

If you have any questions or concerns about this interim process, please do not hesitate to contact me.

I will be following up early next week with instructions regarding the electronic approval process for Expense Claims.

Thanks everyone.

Best Regards,

Scott