



**Mailing Address:**  
12666-72<sup>nd</sup> Avenue  
Surrey, B. C.  
Canada V3W 2M8

**Telephone/Fax**  
604-599-2060/604-599-2135  
**Website:**  
[www.kwantlen.ca](http://www.kwantlen.ca)

**Email:** [supply@kwantlen.ca](mailto:supply@kwantlen.ca)

**Supply & Business Services**

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To the Kwantlen Community:

Thank you for your patience as we continue to undertake a process review. In collaboration with Accounts Payable we have arrived at a list of expense items (outlined below) that can be paid without having to submit a purchase requisition. These items can be procured directly by the department and directly submit the invoice to Financial Services – Accounts Payable for payment. The invoice should have a notation of “approved for payment” and signed by the appropriate signing authority.

Purchases that may be paid directly include:

Miscellaneous Fees:

- Conference Registration fees**
- Memberships**
- Subscriptions**
- Educational fair booth rentals**
- Training fees for individuals**
- Field Trip Campground fees**
- Hearing test fees**
- Plaques for awards**
- Criminal record Checks**
- Customs and duty fees**
- Authorized Medical Fees**
- Digital-On-Call postage meter fees**
- International commissions (recruiting)**
- Sponsorships**

Goods & Supplies

**“One-of” purchases less than \$200.00 where the vendor does not accept VISA.**

Services

**Still under review**

All other purchases for goods and services should be either purchased using a p-card or requisitioned through Supply and Business Services in advance of the purchase, or supply of services.

For further information, we encourage you to visit the Supply and Business Services website [www.kwantlen.ca/supply](http://www.kwantlen.ca/supply) or contact us at 604-599-2060 or email [supply@kwantlen.ca](mailto:supply@kwantlen.ca)