McMaster University

Accounts Payable Department

Step-by-step Guide on Preparing an

Electronic Cheque Requisition (ECR)

Revised June 2010

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NEW

Effective July 1, 2010, the HST (Harmonized Sales Tax) becomes effective. The GST will be transitioned to HST during July. We plan to keep the existing cheque requisition form in place until the majority of June business has been processed.

Refer to "Account Details" on page 17 for information on the HST Rebate Categories.

During the interim you may receive invoices with both GST and HST. Please contact Accounts Payable for guidance.

General

Before completing an electronic cheque requisition (ECR) become familiar with Purchasing Policy (P020) and the Policy on Reimbursement of Goods and Services. It is the responsibility of each employee involved in the purchase and reimbursement of goods and services to ensure purchases are made in compliance with these policies.

All electronic cheque requisitions must be supported by **original** invoices/receipts on company letterhead itemizing the purchase. Credit card statements are acceptable as a substitute for invoices/receipts only when an original invoice/receipt is not issued. If the goods were orders by telephone or web and when no invoice was issued attach the packing slip with the notation "no invoice issued". If the original invoice has been misplaced, a fax or photocopy from the supplier is acceptable with the notation "original lost". Prepayments must be supported by the original order form and price list.

Supporting documentation should follow the electronic workflow; i.e. next (department) approver and then to Accounts Payable. When the account being charged is a research account (ledger 5 or 8), the documentation must be forwarded to the applicable research office before sending to Accounts Payable.

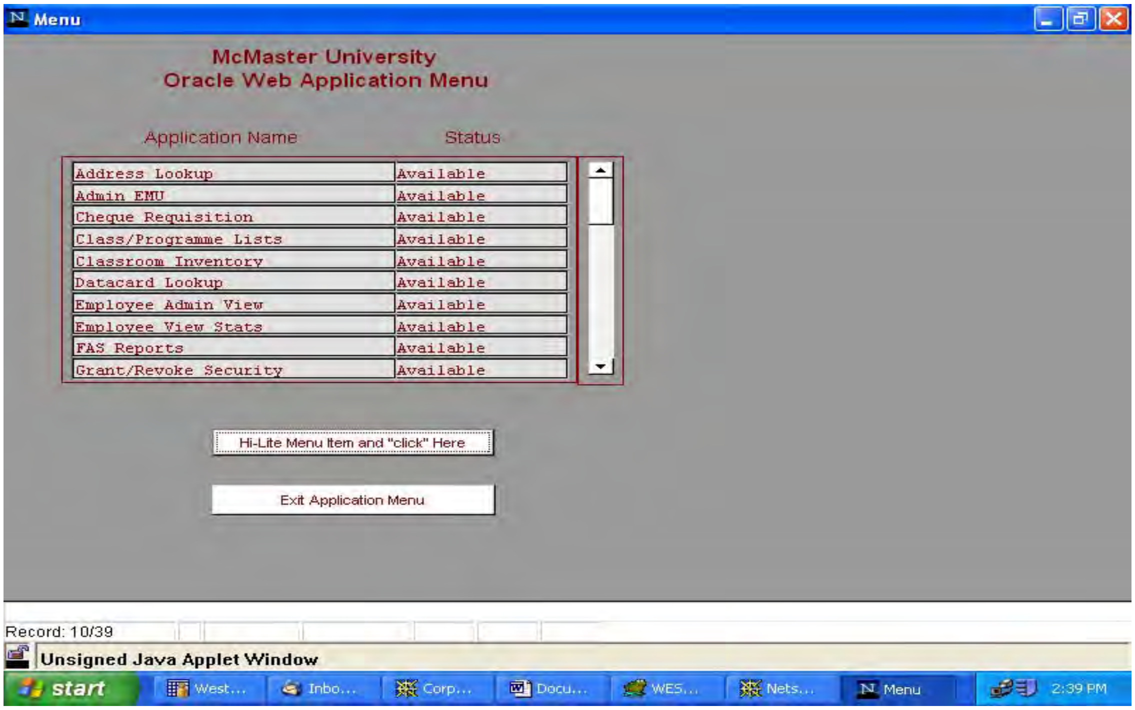
Questions?

Cheque Requisitions: Jane Osier (osierj@mcmaster.ca)
Rose Symons (symonsr@mcmaster.ca
Terri Wetton (wetton@mcmaster.ca)

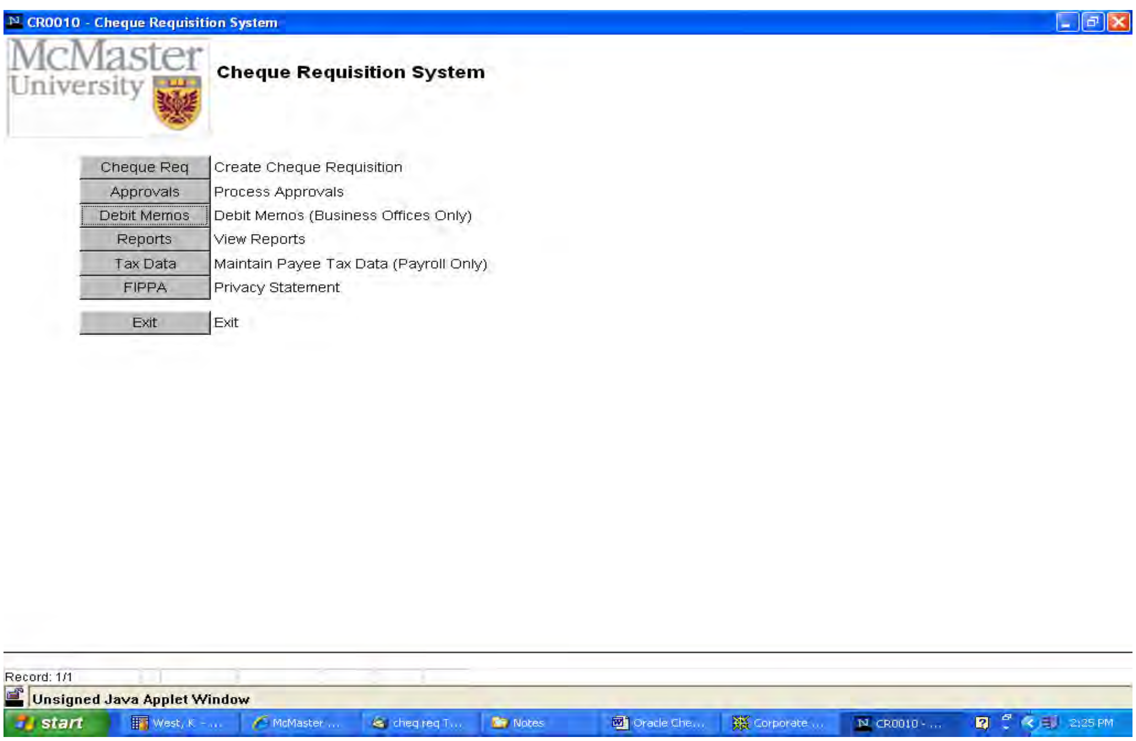
For best on-line viewing of this document increase the size to 150%.

I. Creating a Cheque Requisition

To complete a Cheque Requisition log onto the Oracle Web Application Menu. Choose **'Cheque Requisition'**.



Choose '***Cheque Req'*** (Create Cheque Requisition) to begin the process.



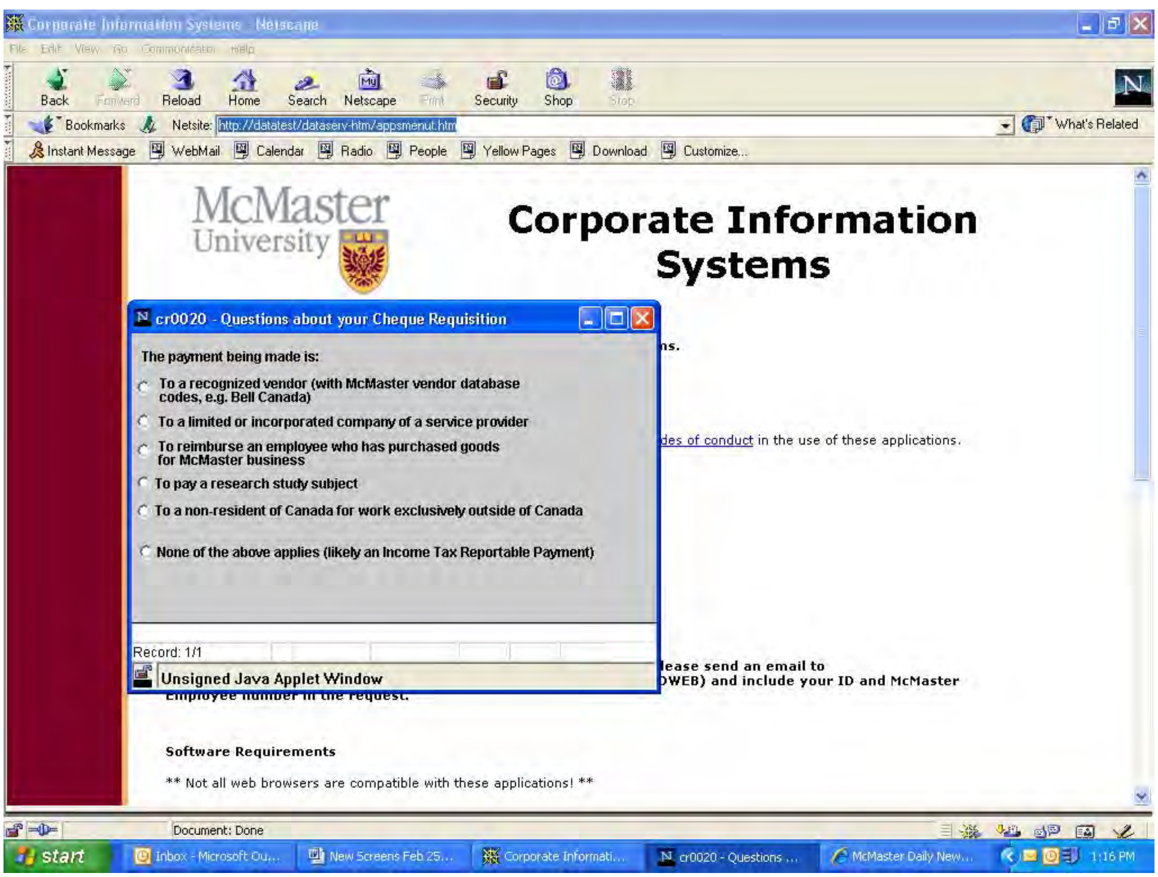
When clicking ***'Create Cheque Requisition'*** from the Cheque Requisition System main menu, users must choose the type of payment being made.   Clicking on one of the first five payment types will take the user directly to the Cheque Requisition Payee Information and Account Detail entry screen.

In order to proceed choose one of the following payment types:

- ***To a recognized vendor*** *(with McMaster vendor database codes e.g. Bell Canada)*
  - Vendors in this category are typically found in the Vendor drop-down listing on the Cheque Requisition.
- ***To a limited or incorporated company of a service provider***
  - For example accounting or legal firms, transfer payments between institutions.
- ***To reimburse an employee who has purchased goods for McMaster business***
  - For example reimbursement for purchases made by McMaster employees for office or lab supplies, subscriptions, internet, cell phone expenses, etc.
- ***To pay research study subject***
  - This category includes payments to individuals for participating in research studies.
- ***To a non-resident of Canada for work exclusively outside of Canada***
  - This category includes payments to individuals for services performed outside Canada.

If one of the above has been chosen, proceed to page 15 for instruction on completing the Account Detail.

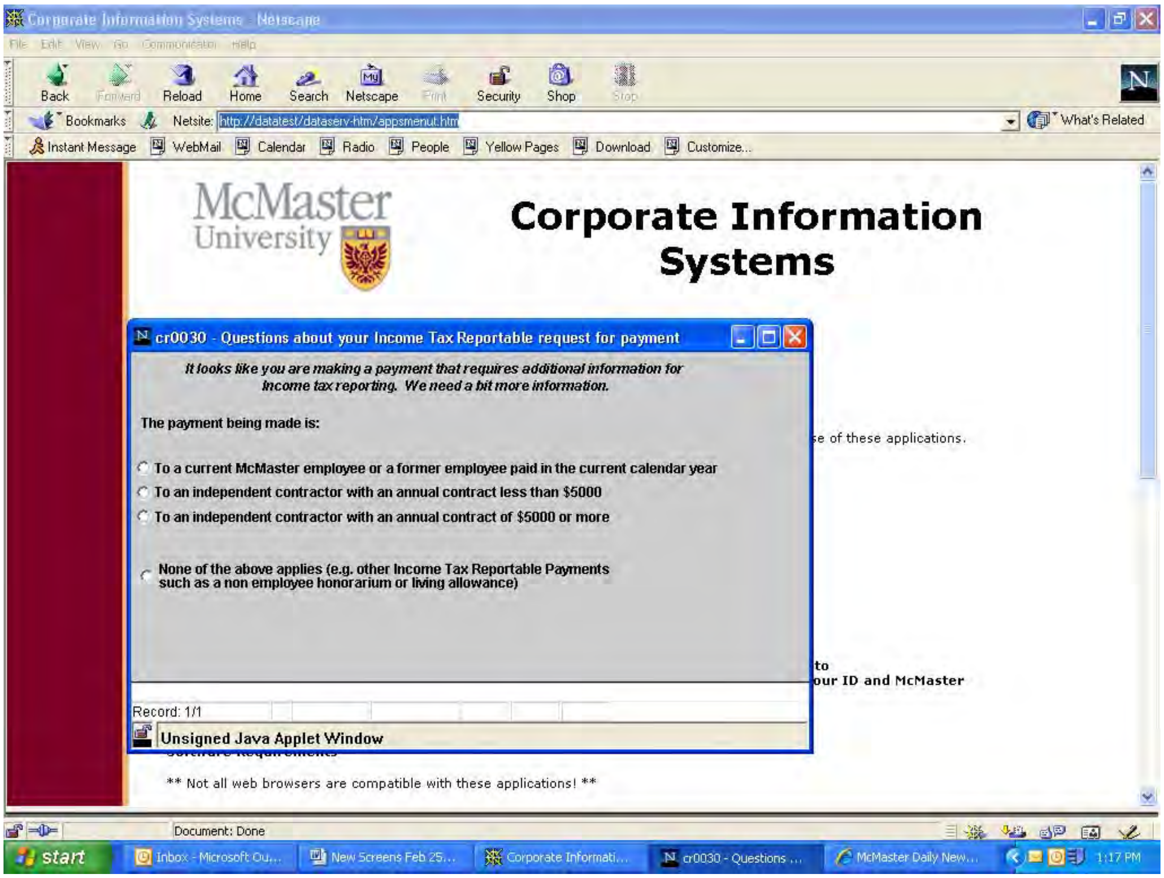
If none of these choices reflects the type of payment you are making it is likely the payment requires income tax reporting information.   Click on ***'None of the above applies'***.



II. Income Tax Reportable Payments

If ***'None of the above applies'*** was chosen from the previous screen, four options concerning the payment appear:

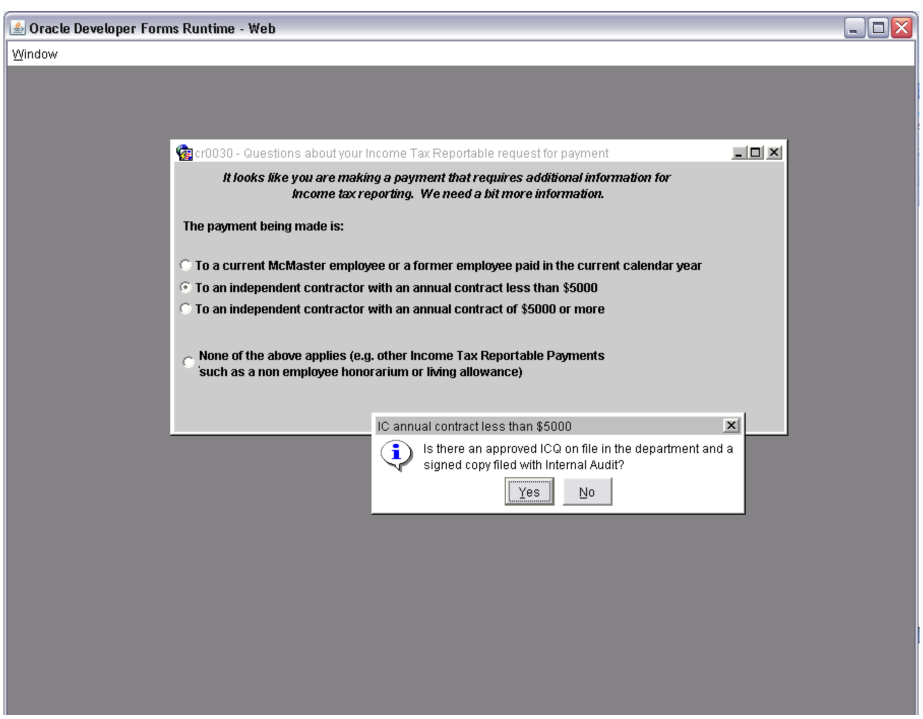
1. to a current McMaster employee or a former employee paid in the current calendar year
2. to an independent contractor with an annual contract less than $5,000
3. to an independent contractor with an annual contract of $5,000 or more
4. none of the above applies (e.g. other Income Tax Reportable Payments) such as a non employee honorarium or living allowance).



<u>Option 1</u>: If you chose '***To a current McMaster employee or a former employee paid in the current calendar year'*** the system will display a reminder that the payment must be made through the MacVIP Payroll system using a Special Premium Form.

Clicking on ***'OK'*** will return you to the Cheque Requisition System main menu.

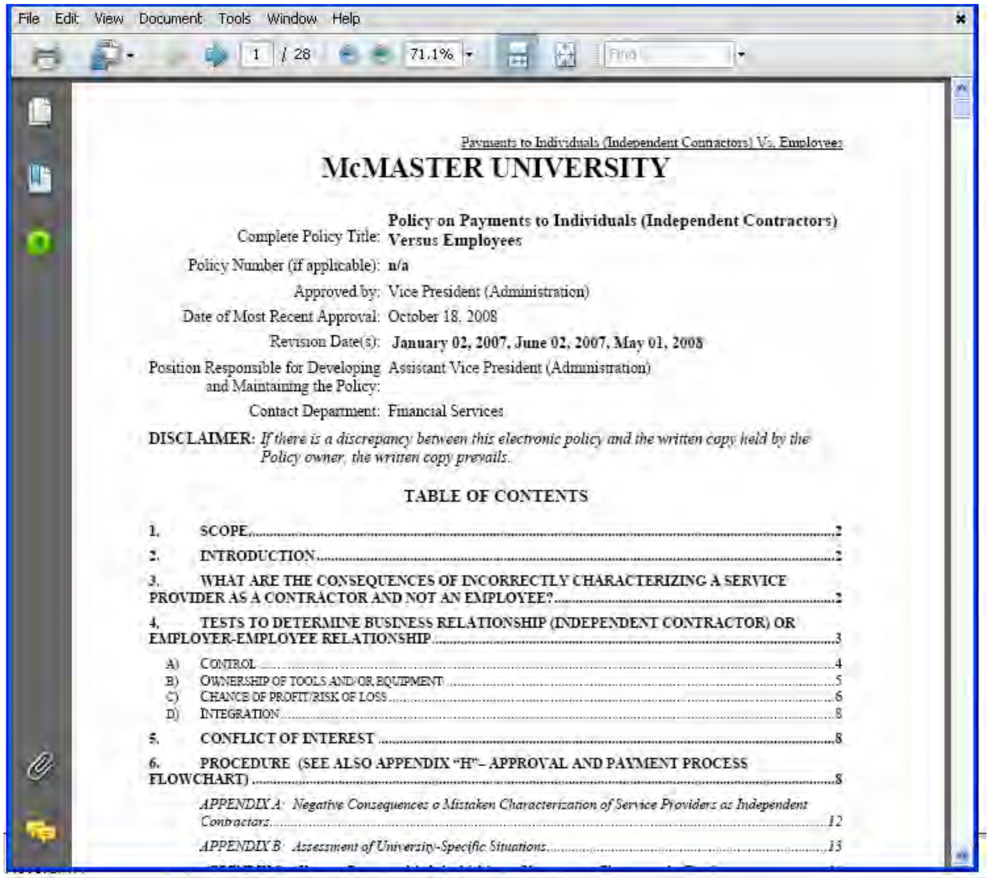
<u>Option 2</u>: If you chose '***To an independent contractor with an annual contract less than $5000'*** a box is displayed asking you to confirm whether or not an ICQ (Independent Contractor Questionnaire) has been completed. If you click on ***"No"*** a reminder will ask if an approved ICQ is on file in the department and a signed copy filed with Internal Audit. The Excel ICQ spreadsheet must be completed and forwarded to Internal Audit at intaudit@mcmaster.ca



Click ***'OK'*** to return to the Cheque Requisition System main menu or click ***'Website'*** to go to the Independent Contractor Policy for more information.

Policy on Payments to Individuals (Independent Contractors) Versus Employees

http://www.mcmaster.ca/bms/policy/finance/icq08/icq08_policy_v3.pdf



Payments to Individuals (Independent Contractors) Vs. Employees

McMASTER UNIVERSITY

Complete Policy Title:	**Policy on Payments to Individuals (Independent Contractors) Versus Employees**
Policy Number (if applicable):	**n/a**
Approved by:	Vice President (Administration)
Date of Most Recent Approval:	October 18, 2008
Revision Date(s):	**January 02, 2007, June 02, 2007, May 01, 2008**
Position Responsible for Developing and Maintaining the Policy:	Assistant Vice President (Administration)
Contact Department:	Financial Services

DISCLAIMER: *If there is a discrepancy between this electronic policy and the written copy held by the Policy owner, the written copy prevails.*

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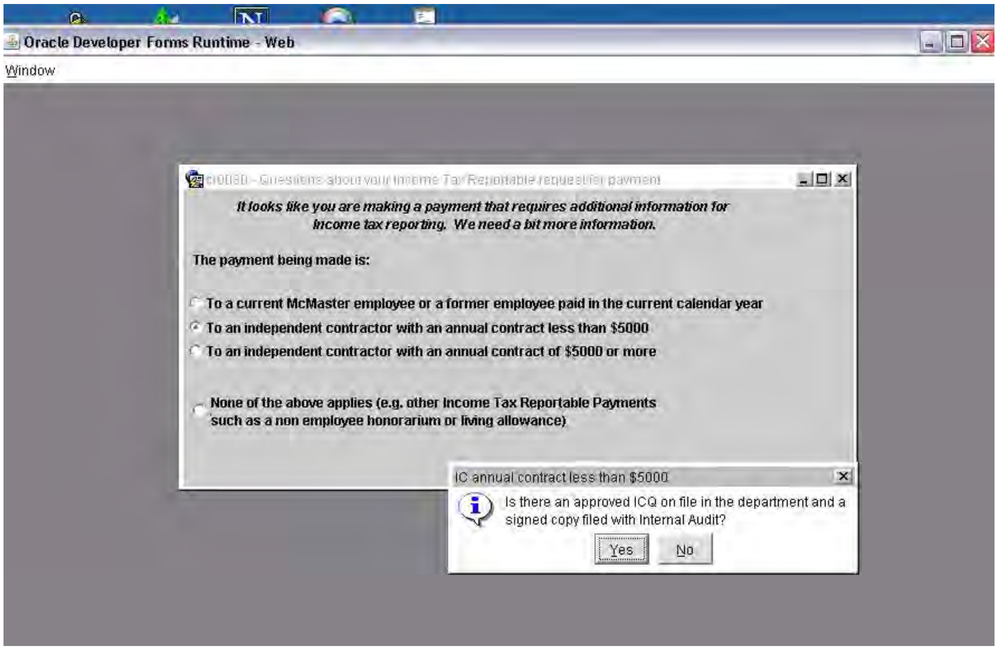
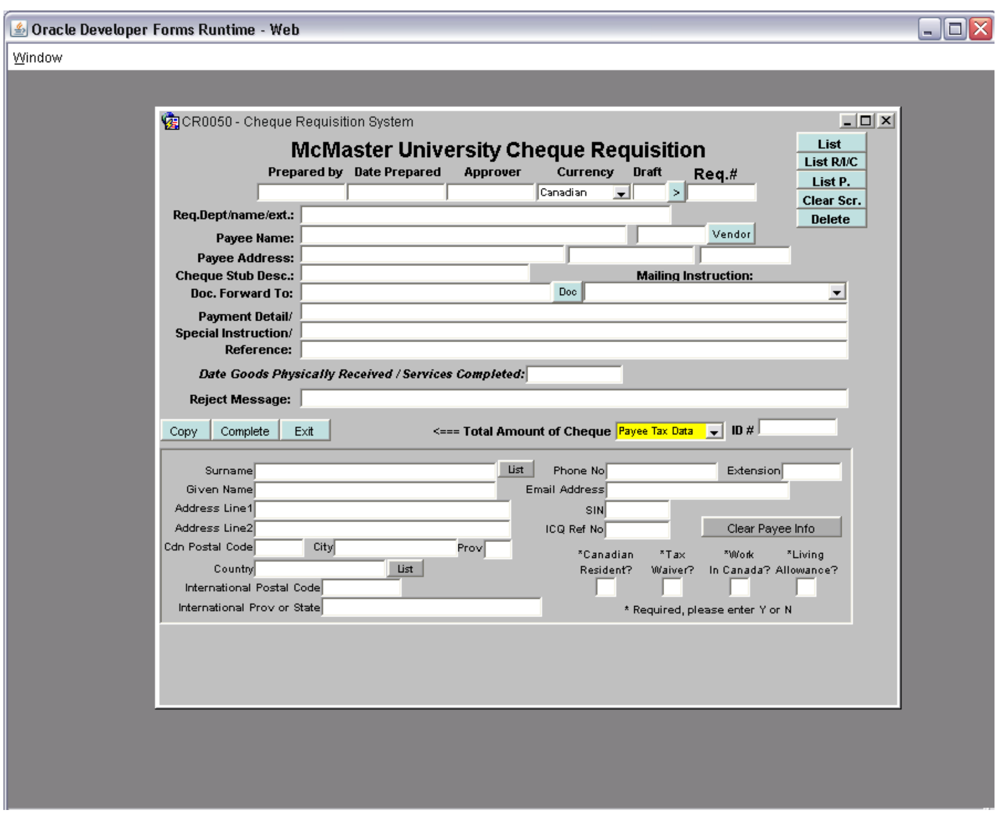
This Policy focuses on payments to Service Providers as independent contractors and the classification of their relationship with McMaster University; it covers payment for services provided by McMaster University employees, members of a McMaster University pension plan, other retirees, and other Services Providers not employed by the University.

Before entering into an agreement (verbal or written) with a Service Provider to perform specific work, primary consideration must be given to determining the type of contractual relationship that exists. This Policy provides guidance on whether an employer/employee relationship does or does not exist, and the appropriate methods of payment for the services provided to McMaster University.

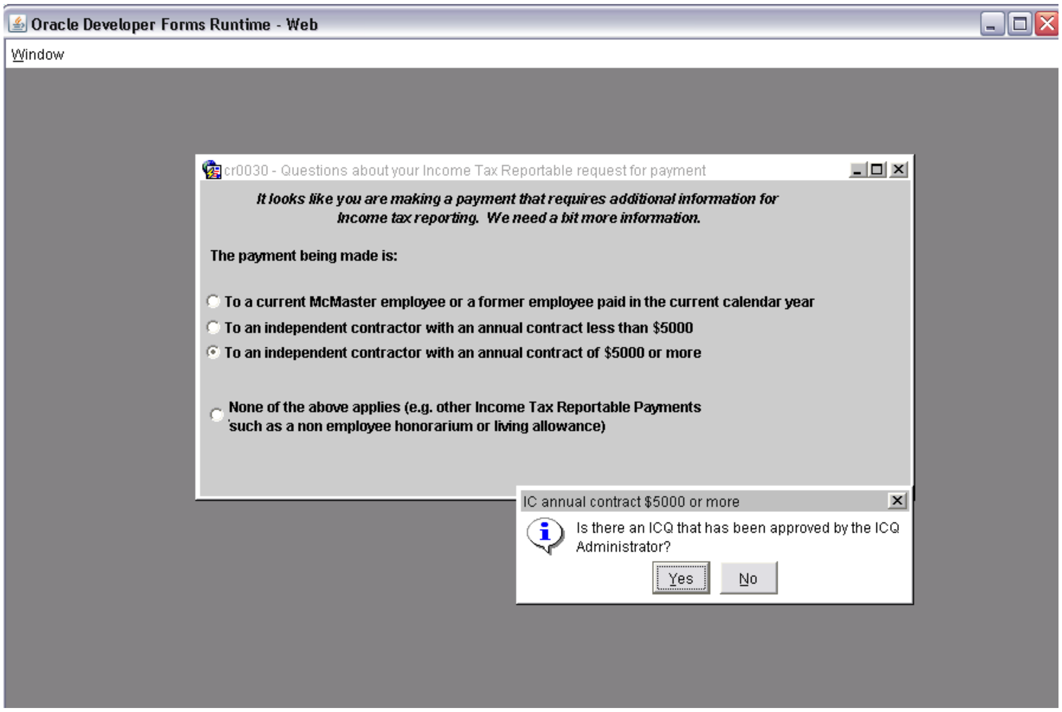
Option 2, continued. When an approved ICQ exists click ***'YES'*** and you will be directed to the Cheque Requisition input screen.



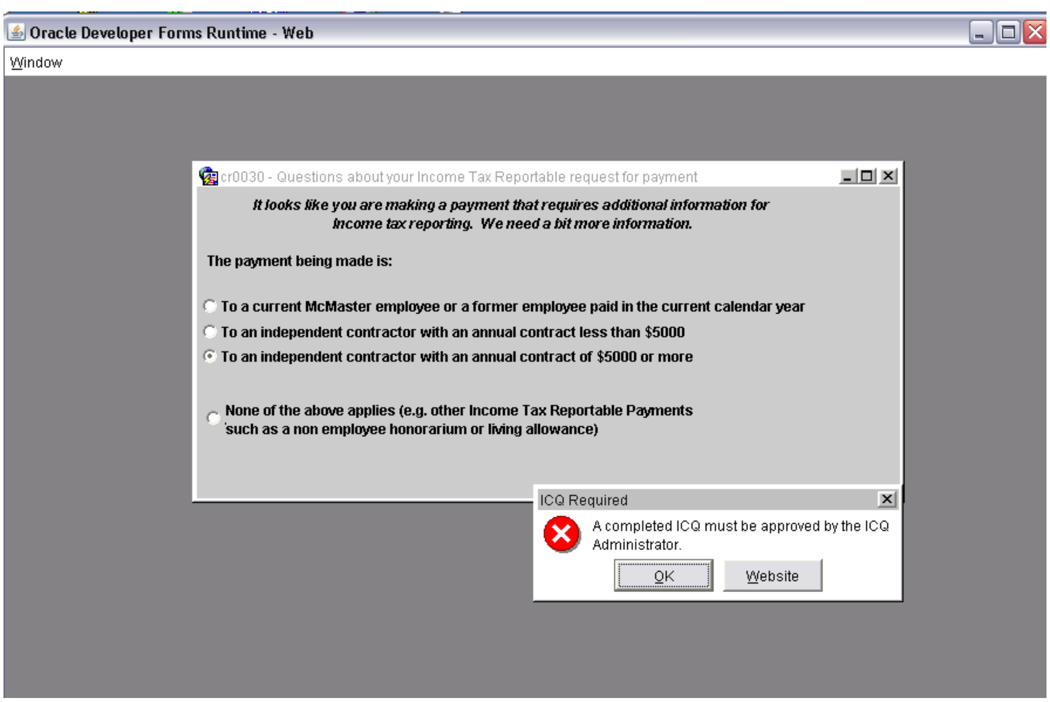
The Payee Tax Data section will appear. This screen collects the information required for income tax reporting purposes. Go to page 14 for instructions on how to complete the Payee Tax Data entry screen.



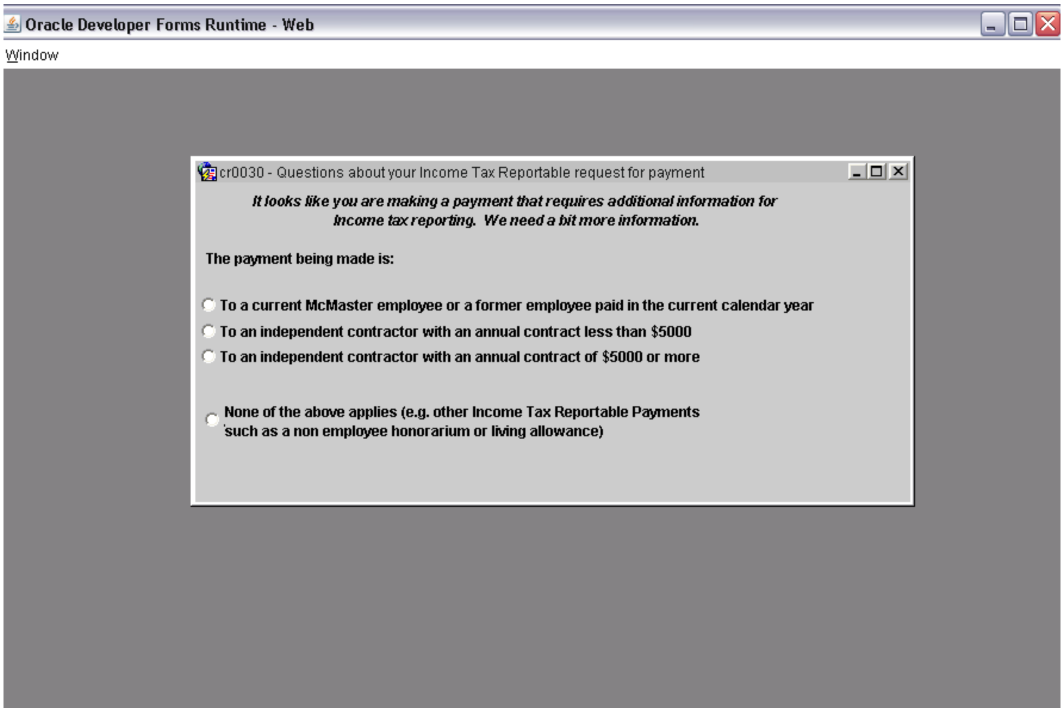
<u>Option 3:</u> When choosing '***To an independent contractor with an annual contract of $5000 or more'*** a box is displayed to confirm whether or not the ICQ has been approved by the ICQ Administrator. When there is an approved ICQ, clicking on ***'YES'*** sends you to the Payee Tax Data input screen. When clicking on ***'No'*** for no approved ICQ, a reminder is displayed that indicates an approved ICQ is required.



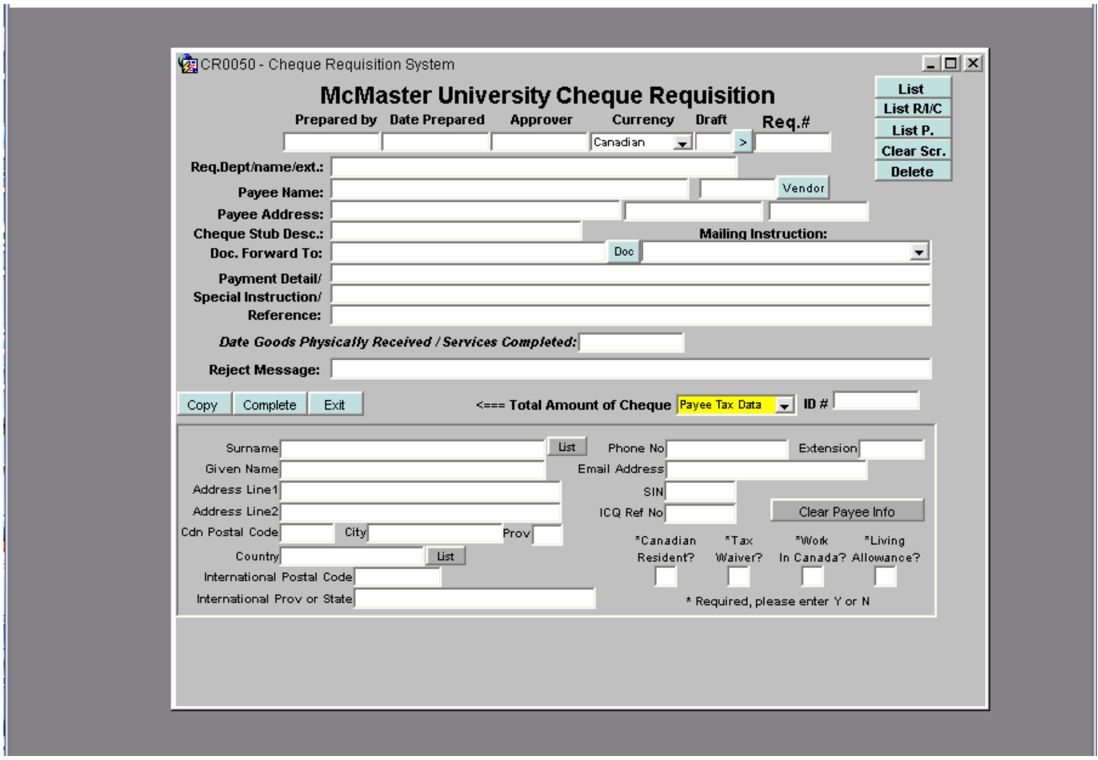
Clicking on ***'OK'*** takes you to the Cheque Requisition System main menu. Clicking on ***'Website'*** takes you to the Independent Contractor Policy.



<u>Option 4</u>: If the first three options do not describe the type of payment you are making, click on ***'None of the above applies'***. The system will direct you to the Payee Tax Data screen.



III. Completing a Cheque Requisition



The cheque requisition comprises three (3) main components.

1. Cheque Information
2. Payee Tax Data
3. Account Detail

1. Cheque Information:

The top half of the screen comprises the main requisition criteria; payee information as it will appear on the cheque. **If the payment is tax reportable the Payee Tax Data must be completed before going to the Account Detail section.**

Field Name	***Instructions***	***Required?***
Prepared by	Enter your Oracle ID; tab. The system enters the current date automatically, it cannot be edited.	Yes
Approver	Enter the Oracle ID of the next approver OR enter your Oracle ID if you are the departmental approver.	Yes
Currency	The system defaults to "Canadian". For payment in US funds, click on the down arrow and highlight "US Dollars".	Yes
Draft	For draft payments in foreign currencies, click on the arrow key and select the currency. If you require the payment to be done as a wire transfer, type "WIRE" under Special Instructions.	Optional
Req. #	The system automatically generates the cheque requisition number. Please note it for your records and also write it on the top right corner of the supporting documentation.	Yes

Req. Dept/name/ext	Enter the contact information of the preparer.	Yes
Payee Name	Enter the name of the payee as it should appear on the cheque. This space is limited to 35 characters.	Yes
Vendor	When the payee has a vendor code, using this feature will save key strokes in typing the address etc. Enter the first two alpha characters of the vendor's name. Select the correct vendor name and address, click 'OK'.	Optional
Payee Address	Enter the street address, etc. This space is limited to 28 characters; tab. Interoffice addresses should include: department name, building and room number.	Yes
City/Prov./State	Enter the city/town and the two letters that correspond to the province or state (e.g. Ontario = ON; New York = NY)	Yes
Postal Code	Enter the postal code (6 characters) or zip code (10 characters). If the cheque is be sent to a campus address, enter "CAMPUS" in the postal code area	Yes
Cheque Stub. Desc.	Enter an invoice number, telephone number, name or any other information that will make the cheque easily identifiable to the recipient (up to 24 characters including spaces).	Optional
Doc. Forward to	Specify the recipient/next approver of your supporting documentation/receipts.	Yes
Mailing Instructions	Using the down arrow select one of the options. For example; if you wish the cheque to come back to you, select "Addressed Envelope Attached" and attach an envelope with your name and address on it.	Yes
Payment Detail	Use this area to provide details concerning the payment (e.g. payment of office fax line).	Optional
Special Instruction/Reference	This area can be used to provide additional information concerning the reimbursement or to provide instructions to Accounts Payable (e.g. return original receipts for warranty purposes)	Optional
Date Goods Physically Received/Services Completed	Enter the date the goods were physically received (for example; the date on the receipt or date goods received at McMaster) or the date the service or deliverable was completed. The format is DD-MTH-YY (03-JUL-10)	Yes
Reject Message	This area is used by the approver or Accounts Payable to explain the reason for rejecting a cheque request.	Yes
ID #	Complete this area only when using a student departmental account number (7 characters)	No

If the payment is NOT a tax reportable payment, complete the Account Detail section. Instructions can be found on page 17.

If the payment is tax reportable, complete the Payee Tax Data section next.

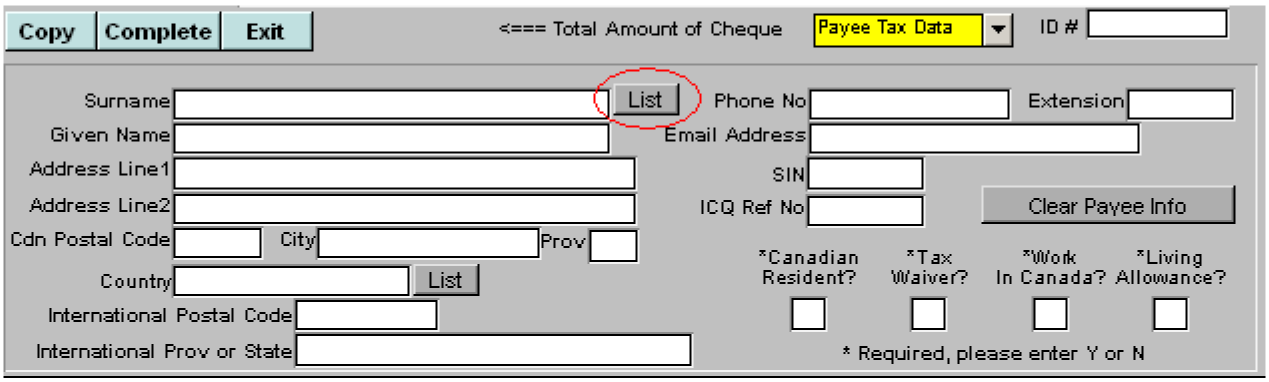
2. Payee Tax Data:

The bottom half of the screen displays the Payee Tax Data entry area.

Note: Once the Social Insurance Number has been entered for the first time, it will not be displayed in its entirety again. It will appear as "*********" on subsequent payments.

If you have applied for a Tax Waiver, do not process the payment without the CRA Tax Waiver Letter approval otherwise income tax may be deducted.

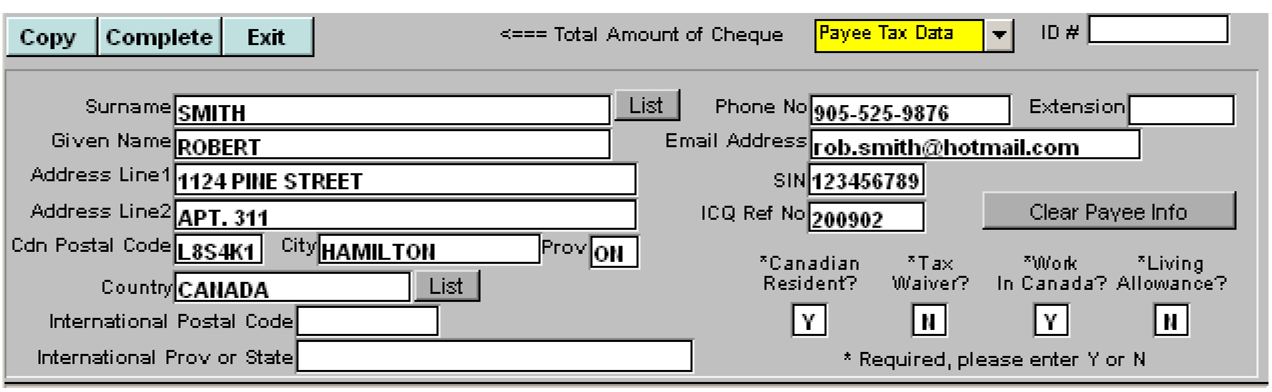
<u>Check to see if the Payee already exists</u>



When entering a Payee Surname in the Payee Tax Data section **first** check to see if the payee already exists. Click the "List" button beside the surname field and search by typing in surname to see if the Payee already exists. If so, select the existing Payee from the list. This will already populate the existing name and contact information. When existing Payee data has been populated from the list you must still enter 'Y' or 'N' in the relevant boxes ("Canadian Resident?", "Tax Waiver?", "Work in Canada?"," Living Allowance?") that may apply to the requisition. See details below.

<u>Data for Payees with a Canadian Address</u>

Sample Canadian Address:

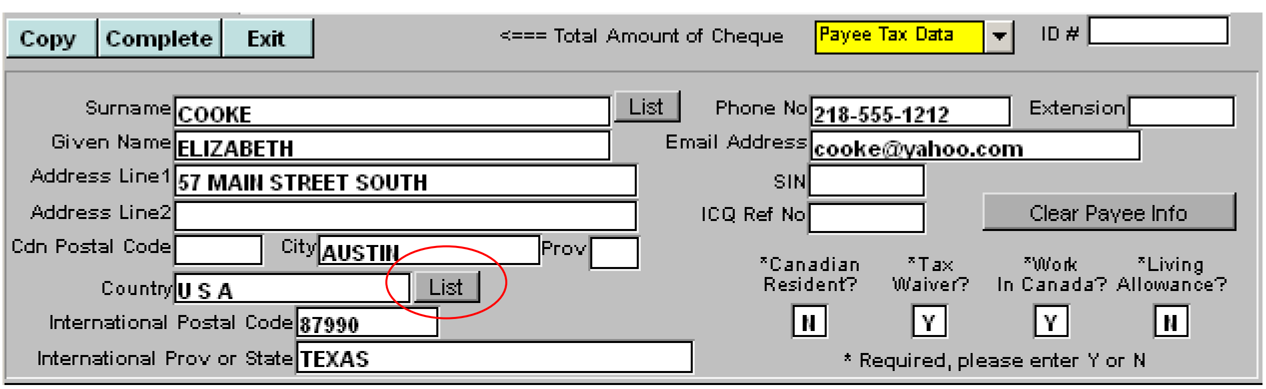


Field Name	***Instructions***	***Required?***
Surname	Legal surname of the payee.	Yes
Given Name	Given name(s) of the payee.	Yes
Address Line 1	Address information (i.e. 123 Maple Avenue)	Yes
Address Line 2	Additional address information (i.e. P.O. Box 777)	No

Cdn Postal Code	**Valid** Canadian postal code, without spaces (i.e. L8S4K1). This will automatically populate the City, Prov, and Country Fields	Yes
City	Automatically completed when a valid postal code is entered.	Yes
Prov	Automatically completed when a valid postal code is entered.	Yes
Country	Automatically completed when a valid postal code is entered.	Yes
International Postal Code	**Do not enter an International Postal code for Canadian addresses!**	No
International Prov or State	**Do not enter an International Prov or State for Canadian addresses!**	No
Phone No	Enter the phone number in the format **9999999999**. Dashes not required.	Yes
Extension	Phone extension, if applicable.	No
Email Address	Complete email address in the form username@host	No
SIN	Social Insurance Number in the form 123456789. Space or dashes are not allowed. If you are unable to collect the SIN, please enter **999999999.**	Yes
ICQ Ref No	Independent Contractor Questionnaire Reference Number.	No
Canadian Resident?	Is the payee a Canadian Resident? *You must enter 'Y' or 'N'.*	Yes
Tax Waiver?	Does the payee have a current valid Tax Waiver? *You must enter 'Y' or 'N'.*	Yes
Work in Canada?	Was the work performed inside of Canada? *You must enter 'Y' or 'N'.*	Yes
Living Allowance?	Is the payment being made a Living Allowance? *You must enter 'Y' or 'N'.*	Yes

<u>Data for Payees with an International Address</u>

Sample International Address:

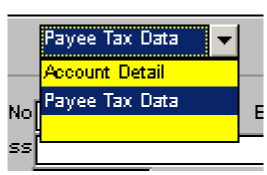


Field Name	***Instructions***	***Required?***
Surname	Legal surname of the payee.	Yes
Given Name	Given name(s) of the payee.	Yes
Address Line 1	Address information (i.e. 123 Maple Avenue)	Yes
Address Line 2	Additional address information (i.e. P.O. Box 777)	No

Cdn Postal Code	**Do not enter a Canadian Postal code for international addresses!**	No
City	International city name for this payee address.	Yes
Prov	**Do not enter the Province for international addresses!**	No
Country	Click on the **List** button and choose a Country from the list. (Hint: you can just start typing the country name when the list appears).	Yes
International Postal Code	International postal code for this payee address (i.e. 90210)	Yes
International Prov or State	Province and state for this payee address. (i.e. Florida or Upper East Region)	Yes
Phone No	Enter the phone number in the format **9999999999**. Dashes not required.	Yes
Extension	Phone extension, if applicable.	No
Email Address	Complete email address in the form username@host	No
SIN	Social Insurance Number in the form 123456789. Space or dashes are not allowed. If you are unable to collect the SIN, please enter **999999999.**	Yes
ICQ Ref No	Independent Contractor Questionnaire Reference Number.	No
Canadian Resident?	Is the payee a Canadian Resident? *You must enter 'Y' or 'N'.*	Yes
Tax Waiver?	Does the payee have a current valid Tax Waiver? *You must enter 'Y' or 'N'.*	Yes
Work in Canada?	Was the work performed inside of Canada? *You must enter 'Y' or 'N'.*	Yes
Living Allowance?	Is the payment being made a Living Allowance? *You must enter 'Y' or 'N'.*	Yes

All Done?

After completing the Payee Tax Data section, you may now move to the Account Detail section by selecting 'Account Detail' from the drop-down list box, as shown below:

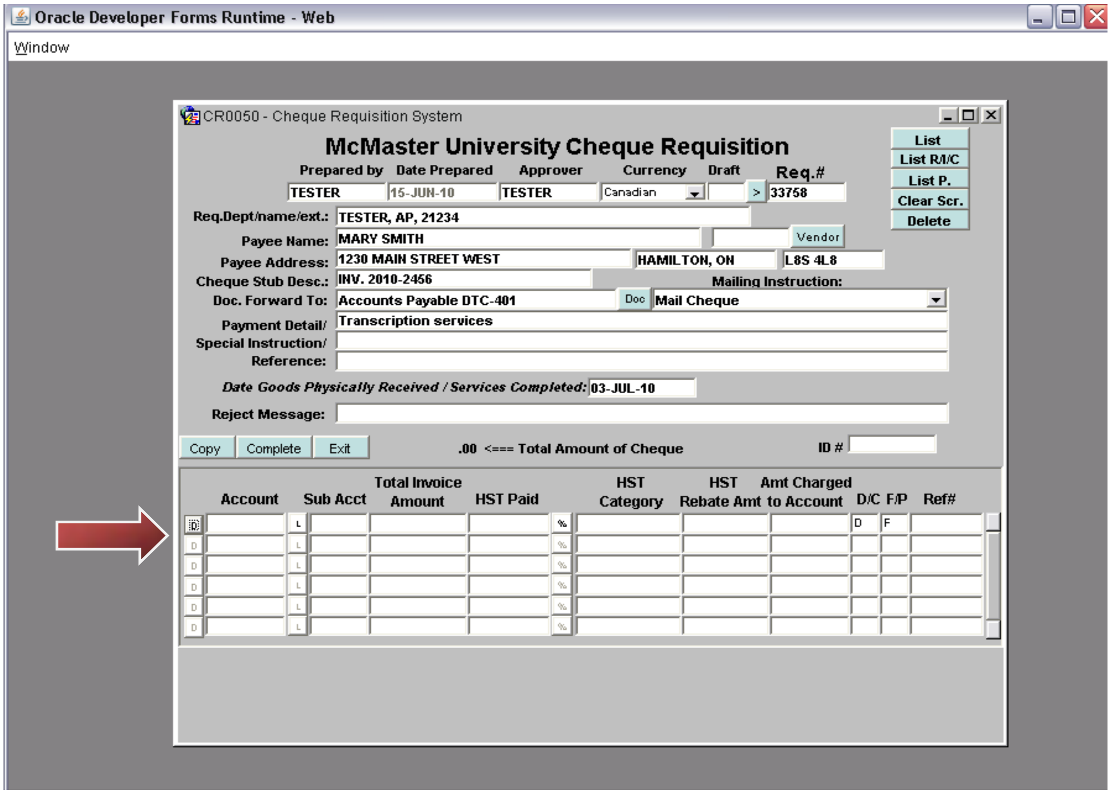


After completing the Account Detail section, simply click on 'Complete' and your Cheque Requisition is ready for approval.

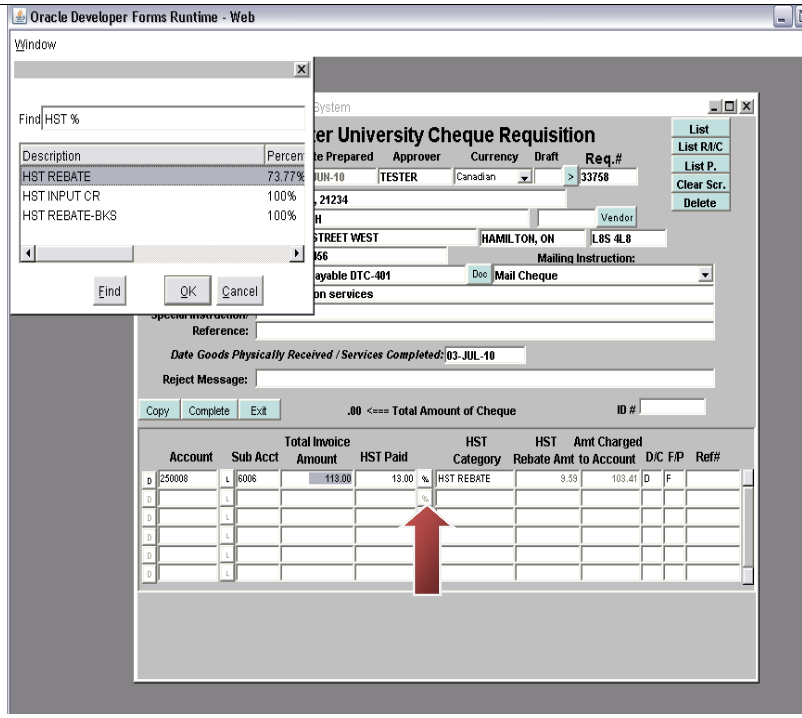
3. Account Detail:

The final component to complete is the account information. If you are in the Payee Tax Data screen choose '***Account Detail'.***

Note: For tax reportable payments you must complete the Payee Tax Data before completing the Account Detail. If you do not follow this order the Payee Tax Data is not saved successfully.

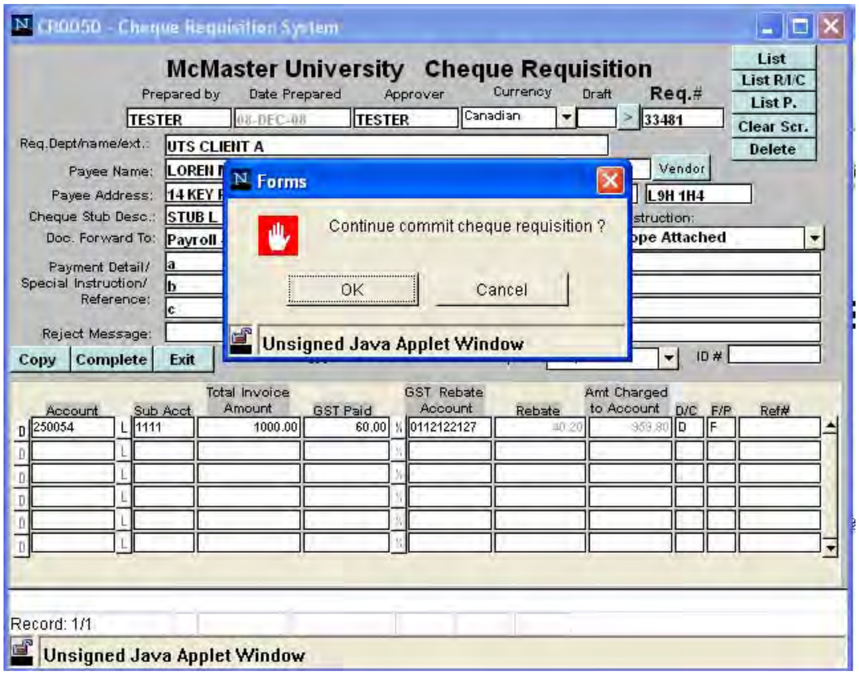


Field Name	Instructions	Required?
Account	Enter the 6 digit department account number	Yes
Sub Acct	Enter the 4 digit sub-code. If you are unsure of the sub-code click on the "L" (list) button and a list of available sub-codes will appear.	Yes
Total Invoice Amount	Enter the total dollar amount of the payment (including all applicable taxes).	Yes
HST Paid	Enter the total HST charged.	Yes
HST Category	You may choose from three HST rebate categories by clicking on the '%' following the HST Paid cell.	Yes

	 1. <u>HST Rebate 73.77%</u> - **system default**. This rebate applies to the majority of purchases made by University departments. It is comparable in use to the old GST rebate. 2. <u>HST Input CR 100%</u> - This rebate category will be used by department that have commercial activity. These departments will receive all the HST back in Input Tax Credits. 3. <u>HST Rebate-BKS 100%</u> - This rebate category will be used by departments that receive all HST back on the purchase of <u>printed</u> books. Additional information can be found at the Canada Revenue Agency website: http://www.cra-arc.gc.ca/menu-e.html Please note: Ancillary Departments may have processes with regard to taxes that differ from those noted above.	
Rebate	This field is automatically populated by the system with the amount of allowable rebate.	Yes
Amt Charged to Account	This field populates automatically with the amount being posted to the departmental or research account.	Yes
D/C	This field defaults to “D” (debit) automatically. If the amount that is being entered is a credit, highlight this box and type “C”. Keep in mind that your debits must be greater than your credits in order to produce a cheque.	Yes
F/P	This field defaults to “F”. It is used by Accounts Payable to denote a full or partial payment.	Yes
Ref #	This field may be used to enter a reference number (up to 6 numeric or alpha characters) which will appear on your FAS statement and provides additional information concerning the payment (e.g. invoice number).	Optional

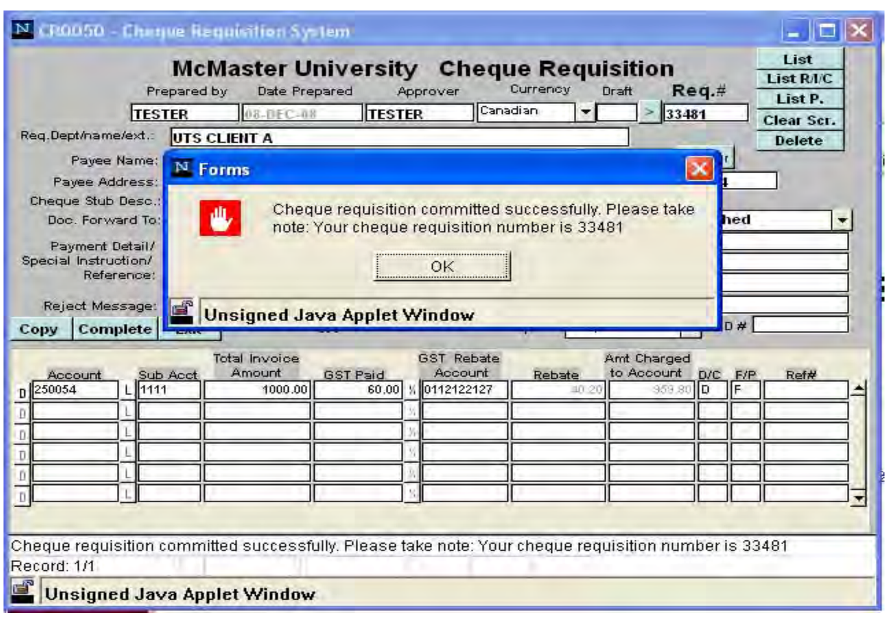
Final Steps:

Once you have completed the required components of the Cheque Requisition click the ***'Complete'*** button to continue finalizing the Cheque Requisition. Click the ***'OK'*** button to commit the cheque requisition and initiate the approval process.



If the cheque requisition was completed successfully, a reminder of your cheque requisition number is displayed. Note this number. You will need it to print or view the cheque requisition report.

Click ***'OK'*** to return to the Cheque Requisition main menu.

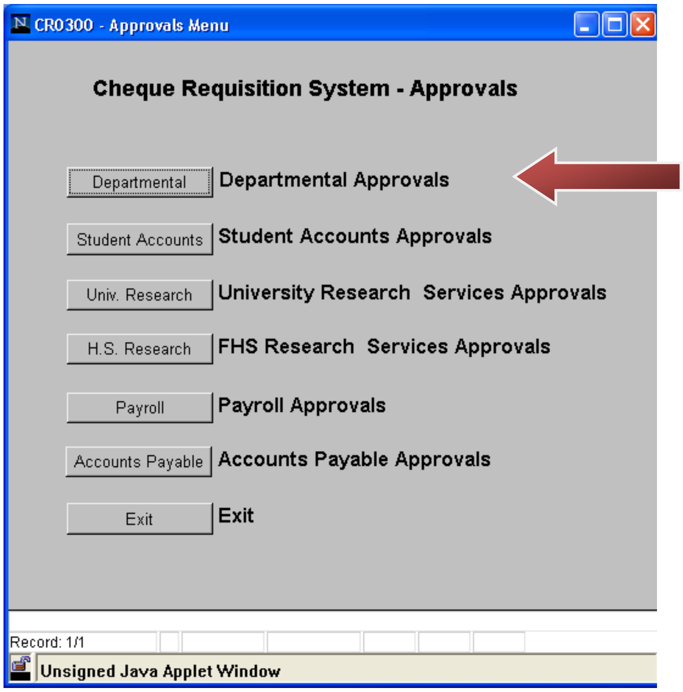


IV. Approvals

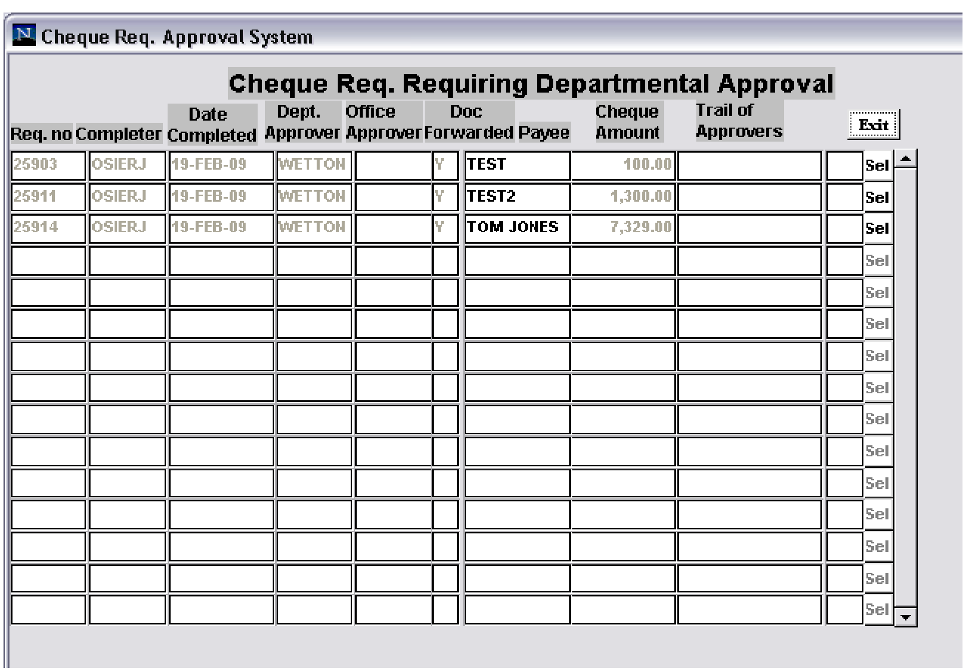
Note: If you are a Preparer and Approver you do not have to follow these instructions.

To approve an electronic cheque requisition:

- Chose **Cheque Requisition** from the Oracle Web Applications page
- Choose **Departmental Approvals**



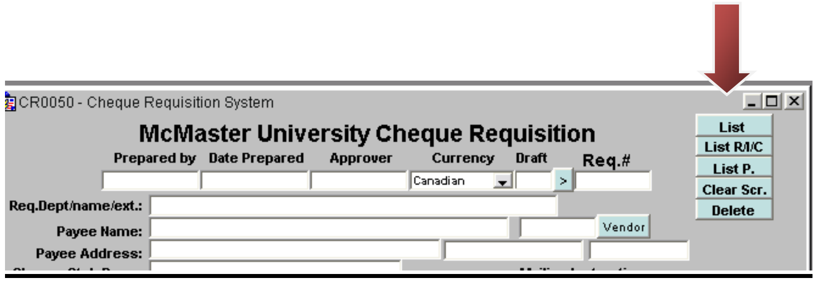
A list of ECR's that have been forwarded to your Oracle ID for your approval will appear.



Req. no	Completer	Date Completed	Dept. Approver	Office Approver	Doc Forwarded	Payee	Cheque Amount	Trail of Approvers		
25903	OSIERJ	19-FEB-09	WETTON		Y	TEST	100.00			Sel
25911	OSIERJ	19-FEB-09	WETTON		Y	TEST2	1,300.00			Sel
25914	OSIERJ	19-FEB-09	WETTON		Y	TOM JONES	7,329.00			Sel

- Click on the **Sel** button to the right of the ECR you wish to approve
- Review the ECR. Where application the Cheque Requisition contains the PayeeTax Data information
- If you are satisfied with the cheque request, click on **Final Aprvl**
- If you wish to **reject** the ECR, type an explanation in the **Reject Message** field and click on **Reject**. The ECR will be sent back to the originator
- If you wish to exit the cheque requisition system without approving or rejecting the ECR, simply click on **Exit**. The ECR will remain in your approval list until you approve or reject it
- To **exit** the approval screen, click on **Exit** at the top right corner
- To **exit** the approval selection screen, click on **Exit**
- To **exit** the cheque requisition system, click on **Exit**

V. Function Buttons



Field	Instructions
List	To view a cheque requisition, type the number under "Req.#" then click on list. This function key can be used when copying a recurring cheque requisition that has been previously processed. For example; you prepare cheque requisitions each month for Bell. You want to save key strokes by not having to rekey the entire form. Enter the Req. #, click on **List**, when the cheque requisition appears click on **Copy** and then click on **List** again. You can now rekey any information that is pertinent to the current cheque requisition (e.g. Amount, gst, cheque reference, etc.) The system will generate a new Req. # if the copy worked correctly.
List R/I/C	This key lists all **Rejected, Incomplete** and **Complete** cheque requisitions that you have prepared. It is recommended that you check your List R/I/C each time you log on. - To resubmit a **rejected** ECR, click on the **List R/I/C**. Highlight the rejected ECR; click on OK. Edit the ECR as per the Approver's instructions and click on **Complete**. You also have the option of deleting the ECR at this point. - If an ECR was not completed properly or is missing some required information it will be given the status of **Incomplete**. To complete the ECR highlight it on the **List R/I/C**. If necessary key in the missing information and click **Complete**. - **Completed** cheque requisitions awaiting final approve also appear in the List R/I/C. At this point you still have the opportunity to edit any cheque requisition that you have prepared.
List P	This function key lists the cheque requisition you have prepared that have been processed for payment by Accounts Payable.
Clear Scr.	When you have completed a cheque requisition and wish to prepare another, click on this key to clear the contents of the completed cheque requisition.
Delete	Click on this key to delete/remove a cheque requisition from the system. A dialogue box will appear asking "Do you want to save changes?"; click on yes.

VI. Reports:

You may print your completed Cheque Requisition by choosing ‘Reports’ from the main menu.

- Click on **CRRPT0I0’,** List by Cheque Requisition Number
- Type in the number of the Cheque Requisition you wish to print and then click on ‘Generate Report”

Reports are **printed in PDF** format. Users are required to have Adobe Acrobat Reader installed on their p.c.’s to view their reports. If you do not have Adobe Acrobat you may download it from the UTS website:

- http://www.mcmaster.ca/uts/support/downloads/downloads.html

The Cheque Requisition includes the **Approval Status** located in the center of the report. The Approval Status is automatically updated (real-time). In the case of charges to research accounts, you will notice on the far right side of the report research office approval.

Approval Status Legend:

Dept = Department Approval
A/P = Accounts Payable Approval
Pay = Payroll Approval
ORS = Office of Research Services
HSR = Health Science Finance
FIN = Financial Services (Accounts Receivable) Approval
Y/N = ‘N’ indicates that an approval is outstanding

McMaster University Cheque Requisition System

Prepared By	Date Prepared	Approver	Currency	Draft	Req #
TESTER	16-JUN-10	TESTER	1		33759

Req dept /name/ext: MARY, PURCHASING, 24444
Payee Name: ABC COMPANY
Payee Address: 123 MAIN STREET WEST HAMILTON, ON L8S 4L2
Cheque stub desc: INV. 2010-0478
Mailing Instructions Mail Cheque
Doc. Forward to: Accounts Payable DTC-401
Payment Detail/ Special Instruction/ Reference Printer cable
Reject Message:

Total Amount of Cheque	ID#	Approval Status:	Dept	A/P	Pay	Date Goods Physically Received/Services Completed
113.00			Y	N	Y	03-JUL-10

Account	Sub Acct	Total Invoice	HST Paid	HST Rebate Category	Rebate	Amount Charged to Account	D/C	F/P	Ref #	ORS	HSR	FIN
250008	6005	113.00	13.00	HST REBATE	9.59	103.41	D	F		Y	Y	Y

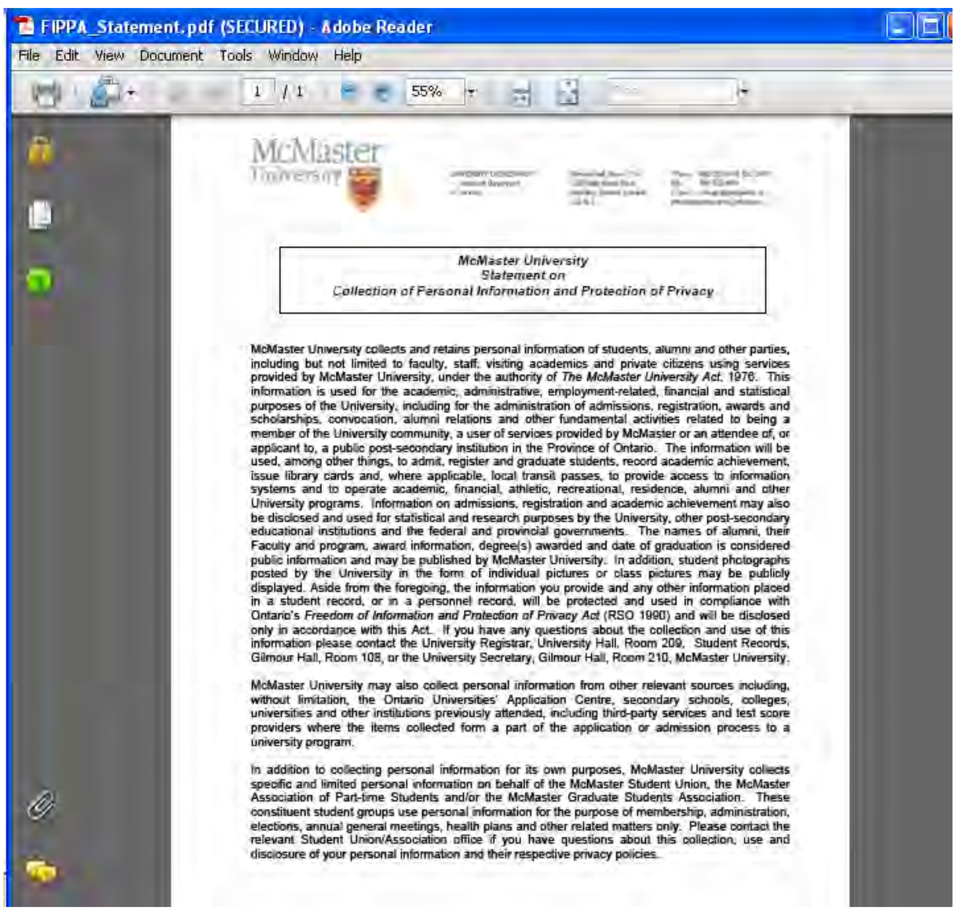
APPENDIX A

FIPPA (Freedom of Information and Protection of Privacy Act)

You will notice a new button on the Cheque Requisition Main Menu, '**FIPPA**'. If you are collecting personal information to make a payment to an Independent Contractor you should be aware of the regulations concerning the collection and protection of personal information. Click on the 'FIPPA' button to display McMaster's FIPPA statement.

McMaster University is committed to respecting the privacy of the personal information of its employees, students and service providers. The University is subject to the Ontario Freedom of Information and Protection of Privacy Act (FIPPA) and as such shall use all reasonable efforts to provide the user with a safe and secure data collection system.

Personal information collected through the Cheque Requisition System as part of the Tax Data Entry will be maintained by the Payroll Department. Once the Social Insurance Number has been entered for the first time, it will not be displayed in its entirety again. **Direct all changes or updates to payee tax data to Payroll.**



McMaster University
Statement on
Collection of Personal Information and Protection of Privacy

McMaster University collects and retains personal information of students, alumni and other parties, including but not limited to faculty, staff, visiting academics and private citizens using services provided by McMaster University, under the authority of *The McMaster University Act*, 1976. This information is used for the academic, administrative, employment-related, financial and statistical purposes of the University, including for the administration of admissions, registration, awards and scholarships, convocation, alumni relations and other fundamental activities related to being a member of the University community, a user of services provided by McMaster or an attendee of, or applicant to, a public post-secondary institution in the Province of Ontario. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and, where applicable, local transit passes, to provide access to information systems and to operate academic, financial, athletic, recreational, residence, alumni and other University programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the University, other post-secondary educational institutions and the federal and provincial governments. The names of alumni, their Faculty and program, award information, degree(s) awarded and date of graduation is considered public information and may be published by McMaster University. In addition, student photographs posted by the University in the form of individual pictures or class pictures may be publicly displayed. Aside from the foregoing, the information you provide and any other information placed in a student record, or in a personnel record, will be protected and used in compliance with Ontario's *Freedom of Information and Protection of Privacy Act* (RSO 1990) and will be disclosed only in accordance with this Act. If you have any questions about the collection and use of this information please contact the University Registrar, University Hall, Room 209, Student Records, Gilmour Hall, Room 108, or the University Secretary, Gilmour Hall, Room 210, McMaster University.

McMaster University may also collect personal information from other relevant sources including, without limitation, the Ontario Universities' Application Centre, secondary schools, colleges, universities and other institutions previously attended, including third-party services and test score providers where the items collected form a part of the application or admission process to a university program.

In addition to collecting personal information for its own purposes, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. These constituent student groups use personal information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union/Association office if you have questions about this collection, use and disclosure of your personal information and their respective privacy policies.

McMaster University Statement on Collection of Personal Information and Protection of Privacy.