

**MEMO: Internal Payments for Parking Charges -- Journal Entry Upload**

As of June 1<sup>st</sup> 2019, any payments processed for departmental paid requests such as parking vouchers and monthly permits will be processed through our journal entry upload process that will bypass workflow approvals. As such we have updated our request forms to require the signature of the signing authority on the chart field strings provided as a form of payment to us. Please ensure that proper approval is obtained in the form of signature on the order form.

We will provide an email receipt for each transaction to the requestor who submits the order form to our office. The requestor will then be responsible for sharing this information with the appropriate financial administrators within the department.

The journal will appear in the ledger with leading characters 'PRK..' The journal date in Mosaic would be the same as the posting date in the receipt provided to the requestor for the transaction. For follow up inquiries, please provide the complete Journal Entry number starting with PRK.

If you have any questions, please call our office at extension 24232 or 23018 or email us at [parking@mcmaster.ca](mailto:parking@mcmaster.ca)

Thank you

Parking Services

McMaster University