

## APPROVED VENDORS FOR DIRECT PAYMENT

Only the vendors on the approved list can be paid directly by Humber. To request payment for an approved vendor, email the required information to [Kaye.Carandang@humber.ca](mailto:Kaye.Carandang@humber.ca).

Category	Vendor	Required Information
Art	<a href="#">Killer Greens</a>	Quote
	<a href="#">Wiseacre Rentals Inc.</a>	Quote
Catering	<a href="#">Full Cup Catering</a>	Quote
	<a href="#">Fresh Fork Catering by Chartwells</a>	Quote
Gear	<a href="#">IBUKI Rentals</a>	Quote
	<a href="#">Ontario Camera</a>	Quote
	<a href="#">William F. Whites</a>	Quote
Location	<a href="#">Set Scouter</a>	Quote
Marketing	<a href="#">FilmFreeway</a>	Approved marketing strategy with FilmFreeway login credentials
	<a href="#">Xerox Print Centre</a>	Poster file to be printed, size (width x height), and quantity
Post-prod	<a href="#">Niagara Custom Lab</a>	Quote
Transportation	<a href="#">Enterprise</a>	Quote

## PAYOUT METHOD CHEATSHEET

Use this chart to help you determine which payout method to use for an expense.

Payout method	Eligible expenses
Direct payment	Prop rentals, catering, gear rentals, vehicle rentals, set scouter location rentals, FilmFreeway festival submissions, Xerox Print Centre printing fees
Production card	Art purchases, craft purchases, transportation costs (mileage)

## FREQUENTLY ASKED QUESTIONS

### What is a direct payment?

A direct payment involves Humber paying an approved vendor directly, on your behalf. The payment process takes place internally and removes the need for you to pay out of your production card.

### Do direct payments need to be included on my expense report?

All direct payments Humber make toward approved vendors are deducted from your production's total approved budget. Therefore, you must account for them on your expense report as you do with all your other production expenses.

### What should a quote include?

A quote must include the information below, and must be emailed to [Kaye.Carandang@humber.ca](mailto:Kaye.Carandang@humber.ca) for payment processing:

- The items or services being provided
- The cost breakdown for the items or services being provided
- The student requester's name
- The student production's name that is acquiring the items or services
- The student producer's name (if different from the student requester)

### How do I acquire my EP's approval for a direct payment?

Your supervising faculty or executive producer (EP) will approve your direct payment amounts along with your overall budget. The approved budget will serve as your pre-approval for your direct payment requests. Should the amounts on your requests and your budget do not match, the production coordinator will reach out to your EP for verification.

### What should I do if a vendor is not on the approved list?

If a vendor is not on the approved list, you are welcome to work with other vendors and pay out of your production card.