

# CHEQUE REQUISITION

Today's Date: <b>Must be within 30 days of the event/ purchase</b>	Name of your student union
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Cheque Payable To (print legibly): **Legal name of the person who is being reimbursed**

In The Amount Of: **e.g. \$100**

Describe the request and/or provide additional information, if necessary:

**Example:**

**Reimbursement for the purchase of food for the meeting - to be paid from Core/Trust/Grant account**

*Supporting Documents (Invoices, original receipts, minutes, etc) MUST be stapled neatly to the back of this sheet  
Documentation to be forwarded with the cheque MUST be paperclipped to the front of this sheet  
Failure to complete this cheque requisition properly will result in unnecessary DELAY of cheque processing*

Requested by: **Name of the Student Union  
Executive with signing authority**      Position: **Their position**

<p style="text-align: center;"><b>CHEQUE TO BE PICKED UP</b></p> <p>Picked up by: <b>Name of the person picking up</b> _____</p> <p>Email: <b>Their email</b> _____</p>	<b>OR</b>	<p style="text-align: center;"><b>CHEQUE TO BE MAILED</b></p> <p style="text-align: center;"><input type="checkbox"/> mail off campus    <b>- OR -</b>    <input type="checkbox"/> mail on campus</p> <p>Street Address: _____ <b>SURREY/BURNABY/DOWNTOWN?</b></p> <p>City, Province: _____ <b>MAILING ADDRESS</b></p> <p>Postal Code: _____</p>
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Invoice Number	Invoice Date (mm/dd/yy)	Invoice Total	Account Breakdown	Amount
			/	
			/	
			/	
			/	
			/	

OFFICE USE ONLY

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Vendor Number: \_\_\_\_\_ Club Request: GO Coord Initials: \_\_\_\_\_

Batch Posting: \_\_\_\_\_ Cheque Number: \_\_\_\_\_ DSU Request: Organiser Initials: \_\_\_\_\_

Approved By: \_\_\_\_\_ Position: \_\_\_\_\_  
Departmental Coordinators or Authorized Board Members

Approved By: \_\_\_\_\_ Position: \_\_\_\_\_  
CEO or VP Finance Approval Required On All Cheque Reqs Over \$500

Cheque Mailed/ Picked Up By (print):	Date Mailed/Picked Up:
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This form has been created in compliance with the **Personal Information Protection Act**. Personal information will be used solely for cheque processing. By providing it, you give the Simon Fraser Student Society consent to use this information in this way only. This information will be kept confidential. and will not be sold or traded to any other organisation. If you do not consent to this, please refrain from providing us with your information