

CHEQUE REQUISITION

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| Today's Date: Must be within 30 days of the event/ purchase | 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**

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| <p style="text-align: center;">CHEQUE TO BE PICKED UP</p> <p>Picked up by: Name of the person picking up _____</p> <p>Email: Their email _____</p> | OR | <p style="text-align: center;">CHEQUE TO BE MAILED</p> <p style="text-align: center;"><input type="checkbox"/> mail off campus - OR - <input type="checkbox"/> mail on campus</p> <p>Street Address: _____ SURREY/BURNABY/DOWNTOWN?</p> <p>City, Province: _____ MAILING ADDRESS</p> <p>Postal Code: _____</p> |
|---|-----------|--|

| Invoice Number | Invoice Date (mm/dd/yy) | Invoice Total | Account Breakdown | Amount |
|------------------------|----------------------------|---------------|-------------------|--------|
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| OFFICE USE ONLY | | | | |
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OFFICE USE ONLY

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

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| Cheque Mailed/ Picked Up By (print): | Date Mailed/Picked Up: |
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