

CHEQUE REQUISITION

Today's Date:					
Cheque Payable To (print legibly):					
In The Amount Of:					
Describe the request and/or provide additional information, if necessary:					
<p><i>Supporting Documents (Invoices, original receipts, minutes, etc) MUST be stapled neatly to the back of this sheet</i> <i>Documentation to be forwarded with the cheque MUST be paperclipped to the front of this sheet</i> <i>Failure to complete this cheque requisition properly will result in unnecessary DELAY of cheque processing</i></p>					
Requested by:			Position:		
CHEQUE TO BE PICKED UP			CHEQUE TO BE MAILED		
Picked up by: _____			<input type="radio"/> mail off campus <input type="radio"/> mail on campus		
Email: _____			Street Address: _____		
			City, Province: _____		
			Postal Code: _____		
OR					
Invoice Number	Invoice Date (mm/dd/yy)	Invoice Total	Account Breakdown	Amount	
			/		
			/		
			/		
			/		
			/		
OFFICE USE ONLY					
Vendor Number: _____			Club Request: GO Coord Initials: _____		
Batch Posting: _____			Cheque Number: _____		
			DSU Request: Organiser Initials: _____		
Approved By: _____			Position: _____		
<small>Departmental Coordinators or Authorized Board Members</small>					
Approved By: _____			Position: <u>Chief Executive Officer</u>		
<small>CEO or VP Finance Approval Required On All Cheque Reqs Over \$500</small>					
Cheque Mailed/ Picked Up By (print):				Date Mailed/Picked Up:	

Date Submitted And Received By Financial Office

Accepted

Rejected

If rejected, Date Re-Submitted And Received By Financial Office

Accepted

Rejected

If rejected, Date Re-Submitted And Received By Financial Office

Accepted

Rejected

If Accepted, and under \$500, cheque requisition will be processed on next scheduled cheque run

If Accepted, and over \$500, or submitted by Financial Office, or submitted by FNSA, then cheque requisition must also be approved by Chief Executive Officer

Date Submitted And Sent to CEO Office

Date Received Back From CEO Office
