

CHEQUE REQUISITION

| Today's Date: | | | | | | | | |
|--|------------------------|--------------|-------|--|----------------|--|--|--|
| Cheque Payable To (print legibly): | | | | | | | | |
| In The Amount Of: | | | | | | | | |
| Describe the request and/or provide additional information, if necessary: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 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: Position: | | | | | | | | |
| CHEQUE TO BE PICKED UP | | | | CHEQUE TO BE MAILED | | | | |
| | | | | Omail off campus | mail on campus | | | |
| Picked up by: | | eet Address: | | | | | | |
| Email: | Email: City, Province: | | | | | | | |
| Postal Code: | | | | | | | | |
| | Invoice Date | | (-1 | A (D l. l | Amazunt | | | |
| Invoice Number | (mm/dd/yy) | Invoice To | itai | Account Breakdown | Amount | | | |
| Invoice Number | | Invoice To | itai | / Account Breakdown | Amount | | | |
| Invoice Number | | Invoice To | otal | / / | Amount | | | |
| Invoice Number | | Invoice 1 | otal | / / / | Amount | | | |
| Invoice Number | | Invoice 1 | otal | / / / / | Amount | | | |
| Invoice Number | | | | / / / / | Amount | | | |
| | (mm/dd/yy) | OFFICE (| JSE (| / / / / ONLY | | | | |
| Invoice Number Vendor Number: | (mm/dd/yy) | OFFICE (| JSE (| / / / / ONLY | | | | |
| | (mm/dd/yy) | OFFICE U | JSE (| / / / / / ONLY Club Request: GO C | | | | |
| Vendor Number: Batch Posting: | (mm/dd/yy) | OFFICE (| JSE (| / / / / / ONLY Club Request: GO C | oord Initials: | | | |
| Vendor Number: Batch Posting: Approved By: Departmental Coordina | (mm/dd/yy) | OFFICE U | JSE (| / / / / / / / / / / / / ONLY Club Request: GO C DSU Request: Organ Position:Executive | oord Initials: | | | |

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.

| Date Submitted And Received By Financial (| | | | | | | |
|--|------------|----------|--|--|--|--|--|
| 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 Executive Director | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Date Submitted And Sent to Executive Direct | tor Office | | | | | | |
| Date Received Back From Executive Directo | r Office | | | | | | |