

# CHEQUE REQUISITION

Today's Date:					
Cheque Payable To (print legibly):					
In The Amount Of:					
Describe the request and/or provide additional information, if necessary:					
<i>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</i>					
Requested by:			Position:		
CHEQUE TO BE PICKED UP			CHEQUE TO BE MAILED		
Picked up by: _____			OR		
Email: _____			<input type="radio"/> mail off campus <input type="radio"/> mail on campus		
			Street Address: _____		
			City, Province: _____		
			Postal Code: _____		
Invoice Number	Invoice Date (mm/dd/yy)	Invoice Total	Account Breakdown	Amount	
			/		
			/		
			/		
			/		
			/		
<b>OFFICE USE ONLY</b>					
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: ___ Executive Director _____		
<small>Executive Director 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 Executive Director**

**Date Submitted And Sent to Executive Director Office**

\_\_\_\_\_

**Date Received Back From Executive Director Office**

\_\_\_\_\_