

CHEQUE REQUISITION

Today's Date:																															
Cheque Payable To (print legal name):																															
In The Amount Of:																															
Describe the request and/or provide additional information, if necessary:																															
<p><i>Supporting Documents (original receipts, minutes, paid invoices, proof of payment etc.) may be scanned or photographed, and attached to the email. The entire receipt must be included.</i></p> <p><i>Failure to complete this cheque requisition properly will result in unnecessary DELAY of cheque processing.</i></p>																															
Requested by:	Position:																														
CHEQUE TO BE MAILED TO: Street Address: _____ City, Province: _____ Postal Code: _____	FOR CLUBS AND STUDENT UNIONS: Club/Student Union Name: _____																														
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="width:15%;">Invoice Number</th> <th style="width:15%;">Invoice Date (mm/dd/yy)</th> <th style="width:15%;">Invoice Total</th> <th style="width:15%;">Account Breakdown</th> <th style="width:15%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td>/</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>/</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>/</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>/</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>/</td><td> </td></tr> </tbody> </table>	Invoice Number	Invoice Date (mm/dd/yy)	Invoice Total	Account Breakdown	Amount				/					/					/					/					/		
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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, Managers, or Authorized Board Members																															
Approved By: _____	Position: _____																														
Executive Director, VP Finance, or Designate Approval Required On All Cheque Reqs Over \$1000																															
Cheque Mailed/ Picked Up By (print):	Date Mailed/Picked Up:																														