

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</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>				
Requested by: _____		Position: _____		
CHEQUE TO BE PICKED UP Picked up by: _____ Email: _____	OR	CHEQUE TO BE MAILED <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
			/	
			/	
			/	
			/	
			/	
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: _____		
Operations Organizer, VP Finance, or Designate Approval Required On All Cheque Reqs Over \$1000				
Cheque Mailed/ Picked Up By (print): _____			Date Mailed/Picked Up: _____	