HOW TO FILL OUT A CHEQUE REQUISITION FORM

The date the cheque requisition is handed in to the SFSS

The name of the group that is submitting the form

How much you expect to be reimbursed; subject to changes by staff based on eligibility

If the reimbursement is coming from a club trust account, 2 executives must sign off on it

If you want to pick up your cheque from the Student Centre, fill out (a).

If you want your cheque mailed, fill out (b).

Do not fill out; for office staff use only

The 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 the information in this way only. This information will be kept confidential and will not be shared with or disclosed to any other organization. If you do not consent to this, please refrain from providing us with your information.

Additional Notes:
It can take 2-3 weeks for a cheque requisition to be processed. When the cheque is ready, it will be mailed out or you will be notified to pick it up.

Amounts under $50 can be reimbursed in cash at the Student Centre.

Itemized, original receipts for purchases (no photocopies or photos) must be attached.

Event/Project Summary Form must be included for reimbursements from grants.