

# HOW TO FILL OUT A CHEQUE REQUISITION FORM



## CHEQUE REQUISITION

The date the cheque requisition is handed in to the SFSS

Name of the person or organization who will be receiving the reimbursement

Name of person who is requesting the reimbursement; must be a student executive with fund/facilities authority

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).

Today's Date:								
Cheque Payable To (print legibly):								
In The Amount Of:								
Describe the request and/or provide additional information, if necessary:  <div style="border: 1px solid black; padding: 5px; text-align: center;">                     Information about the reimbursement, such as where the funding is coming from, applicable accounts (e.g. grant, trust, petty cash, resource funding) and additional notes                 </div>								
<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:					
<b>a</b> CHEQUE TO BE PICKED UP Picked up by: _____ Email: _____			OR			<b>b</b> CHEQUE TO BE MAILED <input type="checkbox"/> mail off campus <input type="checkbox"/> 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: _____ <small>Departmental Coordinators or Maintenance</small>			Position: _____					
Approved By: _____ <small>Chief Executive Office Approval Required On All Cheque Reqs Over \$500</small>			Position: _____ Chief Executive Officer					
Cheque Mailed/ Picked Up By (print):			Date Mailed/Picked Up:					

Do not fill out; for office staff use only

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.

### 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.