

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:			FOR CLUBS AND STUDENT UNIONS:		
Street Address: _____			Club/Student Union Name: _____		
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: _____		
<small>Departmental Coordinators or Authorized Executive Members</small>					
Approved By: _____			Position: _____		
<small>Operations Organizer or VP Finance Required On All Cheque Reqs Over \$1000</small>					
Cheque Mailed/ Picked Up By (print):			Date Mailed/Picked Up:		