

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 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: _____		
CHEQUE TO BE PICKED UP		CHEQUE TO BE MAILED		
Picked up by: _____		<input type="radio"/> mail off campus <input type="radio"/> mail on campus		
Email: _____		Street Address: _____		
		City, Province: _____		
		Postal Code: _____		
OR				
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 Executive Members				
Approved By: _____		Position: _____		
Operations Organizer or VP Finance Required On All Cheque Reqs Over \$1000				
Cheque Mailed/ Picked Up By (print): _____			Date Mailed/Picked Up: _____	