simon fraser student society

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:

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.
Failure to complete this cheque requisition properly will result in unnecessary DELAY of cheque processing.

Requested by: Position:

CHEQUE TO BE MAILED TO:	FOR CLUBS AND STUDENT UNIONS:
Street Address: _____ City, Province: _____ Postal Code: _____	Club/Student Union Name: _____

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 $1500

Cheque Mailed/ Picked Up By (print):	Date Mailed/Picked Up: