

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:				Club/Student Union Name:		
City, Province:						
Postal Code:						
Invoice Number	Invoice Date (mm/dd/yy)	Invoice Tota	d	Account Breakdown	Amount	
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	1 1			/		
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	1 1			/		
				/		
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:		

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.