

CHEQUE REQUISITION

Today's Date:					
Cheque Payable To (print legibly):					
In The Amount Of:					
Describe the request and/or provide additional information, if necessary:					
<p><i>Supporting Documents (Invoices, original receipts, minutes, etc) MUST be stapled neatly to the back of this sheet</i> <i>Documentation to be forwarded with the cheque MUST be paperclipped to the front of this sheet</i> <i>Failure to complete this cheque requisition properly will result in unnecessary DELAY of cheque processing</i></p>					
Requested by:			Position:		
CHEQUE TO BE PICKED UP			CHEQUE TO BE MAILED		
Picked up by: _____			OR		
Email: _____			<input type="radio"/> mail off campus <input type="radio"/> 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: _____			Position: _____		
<small>Departmental Coordinators or Authorized Executive Members</small>					
Approved By: _____			Position: _____		
<small>Operations Organizer or VP Finance Required On All Cheque Reqs Over \$1500</small>					
Cheque Mailed/ Picked Up By (print):				Date Mailed/Picked Up:	