

# CHEQUE REQUISITION

Today's Date:	Name of Club or Student Union			
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:			
<p style="text-align: center;"><b>CHEQUE TO BE PICKED UP</b></p> <p>Picked up by: _____</p> <p>Email: _____</p>	<p style="text-align: center;"><b>CHEQUE TO BE MAILED</b></p> <p style="text-align: center;"> <input type="radio"/> mail off campus    <input type="radio"/> mail on campus         </p> <p>Street Address: _____</p> <p>City, Province: _____</p> <p>Postal Code: _____</p>			
<b>OR</b>				
Invoice Number	Invoice Date (mm/dd/yy)	Invoice Total	Account Breakdown	Amount
			/	
			/	
			/	
			/	
			/	
<b>OFFICE USE ONLY</b>				
Vendor Number: _____		Club Request: GO Coord Initials: _____		
Batch Posting: _____		Cheque Number: _____		DSU Request: Organiser Initials: _____
Approved By: _____		Position: _____		
Departmental Coordinators or Authorized Board Members				
Approved By: _____		Position: _____		
Operations Organizer, VP Finance, or Designate Approval Required On All Cheque Reqs Over \$1000				
Cheque Mailed/ Picked Up By (print):			Date Mailed/Picked Up:	