# simon fraser student society

# CHEQUE REQUISITION

**Please complete form in pen**

| Today's Date: | Name of Club or Department Student Union |
|---|---|

Cheque Payable To Legal Name (print legibly):

In The Amount Of:

Describe the request and/or provide additional information, if necessary:

*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*

Requested by:                                    Position:

| CHEQUE TO BE PICKED UP | OR | CHEQUE TO BE MAILED |
|---|---|---|

◯ mail off campus     ◯ mail on campus

Picked up by: _____

Email: _____

Street Address: _____

City, Province: _____

Postal Code: _____

| Invoice Number | Invoice Date (mm/dd/yy) | Invoice Total | Account Breakdown | Amount | |
|---|---|---|---|---|---|
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## 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 Signer

Approved By: _____     Position: _____
Management, VP Finance, President, or Designate Approval Required On All Cheque Reqs Over $1500

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