CHEQUE REQUISITION

simon fraser student society

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				CHEQUE TO BE MAILED		
				O mail off campus	◯ mail on campus	
Picked up by: OR Street Address:						
Email: City, Province:						
Postal Code:						
Invoice Number	Invoice Date (mm/dd/yy)	Invoice Tota	ıl	Account Breakdown	Amount	
				/		
				/		
				/		
				/		
OFFICE USE ONLY						
Vendor Number:				Club Request: GO Coord Initials:		
Batch Posting:	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 U	p:	

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.