

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:				
<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:			
<p style="text-align: center;">CHEQUE TO BE PICKED UP</p> <p>Picked up by: _____</p> <p>Email: _____</p>	<p style="text-align: center;">CHEQUE TO BE MAILED</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>			
OR				
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 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:	

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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

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