

# CHEQUE REQUISITION

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|--|--|--|------------------------|--------|
| 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:  |  |  |                        |        |
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| Requested by:  | Position:  |  |                        |        |
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| <b>OR</b>  |  |  |                        |        |
| Invoice Number   | Invoice Date<br>(mm/dd/yy)   | Invoice Total                          | Account Breakdown      | Amount |
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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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