

CHEQUE REQUISITION

AUTHORIZATION (see over)

Vendor/Student/
Employee ID #: _____

Payee's Full
Legal Name: _____

Mailing Address: _____

DOB (if new Payee): _____
DD-MM-YYYY

Claimant Signature

Print Claimant Name

Signature Approval (if required)

Print Approval Name

Date: _____
DD-MM-YY

DESCRIPTION	FUND	ORGN	ACCT	PROG	ACTV	LOCN	Amount before tax	TAXES	TOTAL AMOUNT

Currency Type: CDN ☐ US ☐ Other ☐

MAIL ☐ INTERNAL ☐ Other ☐ _____

NOTE:

1. Cheque requisitions will be processed with (ORIGINAL) invoices only.
2. Photocopies of any attachments (i.e. subscription renewal form, membership dues form, correspondence) must be STAPLED to the requisition for backup.
3. Any documentation that should accompany the cheque must be clearly identified and attached to the requisition.
4. Please allow up to THREE (3) weeks for processing.

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Form Name: CHEQUE REQUISITION

Purpose: To request a cheque through Accounts Payable. Items submitted are limited to those expenditures not subject to regular purchasing policies and procedures. Please see the Purchasing web site at <http://www.unbc.ca/purchasing/> for more information. This form is **NOT** to be used for payroll, professional development, or travel claims.

<u>FIELD:</u>	<u>DESCRIPTION:</u>
Vendor/Student Employee ID #:	Enter the Student or Employee ID # of the payee. Leave blank if it is a Vendor and you do not know there Vendor #.
Payee:	The name of the individual or company that the cheque should be made payable to. Full Legal Name is needed
Address:	The address of the payee: where the cheque should be mailed to.
DOB:	Date of Birth: This is so we can ensure the cheque is attached to the correct person in the system and needed to set up new payee
Description:	<p>WHO, WHAT, WHERE, WHEN and WHY</p> <p>The description should detail the expenditure being made. In the case of event related expenses the description should include the name of the event (conference/seminar) and dates. Requests for reimbursement for meeting expenses (meals, etc.) must include the names of all attendees. Please refer to the policy on "entertainment expenses" at www.unbc.ca/policy/finance.html for more information.</p>
Amount:	The total amount the cheque should be prepared for (including all taxes).
Signature/ Authorization:	<p>Requires the signature of the individual requesting the cheque. This individual must have signing authority for the FUND and ORGN, which is being charged.</p> <p>If the budget holder is also the payee, the requisition must also have one-up signing authority.</p> <p>By signing this form you are agreeing to the following:</p> <ul style="list-style-type: none">• All expenditures on the claim are for the purpose for which the grant was awarded;• The charges included have not been claimed for reimbursement from other sources; and• Reimbursement for expenditures received from other sources or institutions must be disclosed to the administrating institution.