

CHEQUE REQUISITION

**Vendor/Student/
Employee ID #:**

**Payee's Full
Legal Name:**

Street Address:

City, Province:

Postal Code:

DOB (if new Payee):
DD-MMM-YYYY

AUTHORIZATION (see over)

Claimant Signature

Print Claimant Name

Signature Approval (if required)

Print Approval Name

By signing, I acknowledge that any errors or incomplete forms will be returned to me and/or my department to correct and resubmit.

Date:

DD-MM-YY

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

Currency Type: ☐ CDN ☐ US ☐ Other ☐ ☐ **MAIL** ☐ **Direct Deposit** ☐ **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 copy attached to the requisition by **PAPER CLIP**.
4. Incomplete forms and/or errors may result in delays in processing time.
5. If RUSH payment is being requested, please see Finance Manager for approval.
6. 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.