

CLUB CHEQUE REQUISITION FORM

Received/Checked By: _____

Section 1: Criteria

- No incomplete cheque requisition forms will be processed.
- No cheques will be written without the **appropriate original itemized receipt or invoice** attached to the cheque requisition form.
- Requisitions submitted take 5-7 business days to process.
- If you are the payee you **CANNOT** sign for approval.
- All operational grant money expires on May 31. Event grant money expires 3 months after the event for which it was approved.

Section 2: Choose an Account or Grant

Please pay these expenses from (check box that applies – select only **ONE**):

Purpose of Cheque: _____



	Regular Club Account
	Operational Grant
	Event Grant
	Student Engagement Grant
	School of Business Grant

Section 3: Club Contact Information (Must be included in order for this form to be processed)

Club / Fundraising Group Name: _____

Club Account Number: _____

Date: _____

Section 4: Delivery Information:

Complete Below if Using Event Grant:

To be picked up by:

Name: _____

Event Name: _____

Phone Number: _____

Email: _____

Section 5: Cheque Payable Information

		Finance Dept	Admin	Picked Up By	Date
1. Cheque Payable to (Print):	Amount				
2. Cheque Payable to (Print):	Amount				
3. Cheque Payable to (Print):	Amount				
4. Cheque Payable to (Print):	Amount				
Total:					

Section 6: Club Signatories (3 signatures are required)

1. Approved by Executive (Print):	Signature:	Clubs Dept
2. Approved by Executive (Print):	Signature:	
3. Approved by Executive (Print):	Signature:	

	Cheque #	Journal Entry No.	Date:	Processed By:
OFFICE USE ONLY				

Clubs are responsible for making their own copy of this form along with receipts.

	Date	Action	Initial
OFFICE USE ONLY: NOTES			

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Updated: November 2018