1. **General Information** (all fields must be filled in)
   Issue cheque payable to:  
   John Smith  
   (Must be the name of an individual, not a Club or Course Union.)
   
   For payment of: Pizza for a club meeting  
   (Description of expenses – CANNOT be alcohol or gift cards. Must attach itemized receipts.)
   
   Requested by: Jane Smith  
   (Name of person requesting – CANNOT be payee.)
   of Pizza Lovers Club  
   (Department, Club, Course Union, etc. – please, no acronyms.)
   
   Contact email: iheartpizza@hotmail.com  
   Date requested: May 20, 2014

2. **Delivery Information** (choose one option - bring ID when picking up a cheque)
   - [X] Pick up by payee (person from first line)
   - [ ] Mail (include complete address & phone number/email)
   - [ ] Pick up by  
     (Name of person other than payee.)

3. **Payment Information**

<table>
<thead>
<tr>
<th>Name of Account Charged</th>
<th>Account Code (Required)</th>
<th>Department Code (Required)</th>
<th>$ Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Club budget accounts are 0500</td>
<td>0500</td>
<td>369</td>
</tr>
<tr>
<td></td>
<td>Course Union budget accounts are 0600</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club and Course Union trust accounts are 0200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST Recovery</td>
<td>1 1 1 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does not apply to Clubs/Course Unions/Advocacy Groups – Only to UVSS businesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Total amount requested** (sum of amounts above) $50.00

4. **Approval** - You CANNOT approve a cheque that is payable to yourself; ask another signing authority to approve it.
   
   A cheque requires approval as follows:
   - Clubs & Course Union Accounts – Director of Student Affairs
   - Other UVSS Accounts - Appropriate manager(s) or Executive Director(s)
   - Other Organizations - Two current signing authorities on file

   (1) Approved by: Jane Smith  
   (Print name)  
   Signature: *must be signed

   (2) Approved by: (Director of Student Affairs)
   Signature:

5. **Documentation**
   - The receipt must be itemized (showing individual expenses incurred). **A receipt showing only credit or debit card transactions will not be processed.**

6. **Submission and Pickup**
   - Clubs/Course Unions - submit cheque requisitions to the Info Booth by 3pm on Tuesday for pickup in the General Office or mail out after 1:00pm on that Friday if the form has been filled out correctly.

   - All itemized receipts MUST be attached. If an itemized receipt is not possible, attach an itemized invoice with the Club/Course Union or member name, items purchased, date, total amount, and business/merchant contact information.

   - All other departments - must submit cheque requisitions to accounting by 4:00pm on Wednesday for pickup in the General Office or mail out after 1:00pm on the following Friday.