



University of Victoria Students' Society Cheque Requisition Form

university of victoria
students' society

Not for use with CFUV accounts or regular UVSS suppliers.

1. General Information (all fields must be filled in)

Issue cheque payable to: John Smith ← *Is the person requesting different from the payee?*
(Must be the name of an individual, not a Club or Course Union.) *This cannot be alcohol or gift cards!*

For payment of: Pizza for a club meeting ← *Please fully write out your club/course union name.*
(Description of expenses – CANNOT be alcohol or gift cards. Must attach itemized receipts.)

Requested by: Jane Smith of Pizza Lovers Club ← *Please fully write out your club/course union name.*
(Name of person requesting – CANNOT be payee.) (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)

Pick up by payee (person from first line) Mail (include complete address & phone number/email)

Pick up by _____
(Name of person other than payee.)

Dept. codes are located in a binder in the General Office.

3. Payment Information

Name of Account Charged Budget, Trust, Travel Pool (3340), Publication/Academic Fund (3350), Special Project Grant (3310).	Account Code (Required)	Department Code (Required)	\$ Amount Charged
Budget <i>Club budget accounts are 0500.</i>	0500	369	\$50.00
<i>Course Union budget accounts are 0600.</i>			
<i>Club and Course Union trust accounts are 0200.</i>			
GST Recovery Does not apply to Clubs/Course Unions/Advocacy Groups – Only to UVSS businesses.	1 1 1 0		
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: _____

This is the #1 reason why cheque reqs aren't approved! Check this part carefully.

5. Documentation

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

- **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.

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 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.