



# 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: \_\_\_\_\_  
(Must be the name of an individual, not a Club or Course Union.)

Payee's email: \_\_\_\_\_

For payment of: \_\_\_\_\_  
(Description of expenses – **CANNOT** be alcohol or gift cards. Must attach **itemized** receipts.)

Requested by: \_\_\_\_\_ of \_\_\_\_\_  
(Name of person requesting – **CANNOT** be payee.) (Department, Club, Course Union, etc. – please, **NO** acronyms.)

Contact email: \_\_\_\_\_ Date requested: \_\_\_\_\_

## 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.) \_\_\_\_\_

## 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
<b>GST Recovery</b> Does not apply to Clubs/Course Unions/Advocacy Groups – Only to UVSS businesses.	<b>1 1 1 0</b>		
<b>Total amount requested</b> (sum of amounts above)			

## 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: \_\_\_\_\_ (Print name)

Signature: \_\_\_\_\_

(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.**

- **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.