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.)
   
   Requestor’s 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**
   
<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, Trust, (0200), Travel Pool, Publication/Academic Fund (0600), Special Project Grant (0500).</td>
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<td>GST Recovery</td>
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<tr>
<td>Does not apply to Clubs/Course Unions/Advocacy Groups – Only to UVSS businesses.</td>
<td>1110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Total amount requested** (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.