



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.)

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.) _____

Cheques will be held at the General Office for pick-up for six months. If they are not picked up during that time, there is a \$5 reissuing fee.

3. Payment Information

Name of Account Charged	Account Code (Required)	Department Code (Required)	\$ Amount Charged
Trust - (0200)			
Travel Pool, Publication/Academic Fund - (0600)			
Budget, Special Project Grant - (0500)			
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)			

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.