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**

<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>Trust - (0200)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Pool, Publication/Academic Fund - (0600)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget, Special Project Grant - (0500)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST Recovery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does not apply to Clubs/Course Unions/Advocacy Groups – Only to UVSS businesses.</td>
<td>1 1 1 0</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.
   - 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.

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.