university of victoria students' society Not for use with CFUV accounts or regular UVSS suppliers.

Date requested:	General Information (all fields must b	•		
Payee's email:	Issue cheque payable to: (Must be the name of	f an individual, not a Club or Course U	nion.)	
Requested by:				
Requested by:	For payment of: (Description of expenses – CANNO	OT be alcohol or gift cards. Must attach	itemized receipts.)	
Date requested:				
Pick up by payee (person from first line) 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: Payment Information Name of Account Code 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. Total amount requested (sum of amounts above) Approval -You CANNOT approve a cheque that is payable to yourself; ask another signing authority to approve it. A cheque requires approval as follows: Other UVSS Accounts - Director of Student Affairs Other UVSS Accounts - Appropriate manager(s) or Executive Director(s) Other Organizations - Two current signing authorities on file Approved by: (Print name)	(Name of person requesting – CAN	NNOT be payee.) (Department	t, Club, Course Union, etc. – ple	ease, NO acronyms.)
Pick up by payee (person from first line)	Requestor's email:	Date req	quested:	
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6. Submission and Pickup

transactions will not be processed.

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.

incurred). A receipt showing only credit or debit card

- 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.