

Club Cheque Requisition Form

General Information:

Cheque to: _____

For payment of: _____
 (Description of expenses)

Requested by:
 (Must be signed by both club signing authorities)

_____ (Name) _____ (Signature)
 _____ (Name) _____ (Signature)

of the TRUSU _____ Club

Phone or email: _____ Date requested: _____

Delivery Information

Pick up by payee

Mail to

Pick up by _____
 (Name of person other than payee)

Payment Information:

Description of Expenses	Line Item Charged (For office use only)	Amount
*attach itemized receipts to the back of this form		Total Amount:

Documentation:

- All receipts must be attached.
- Receipts must show the individual expenses incurred and any included taxes. A receipt showing only a credit card or debit card transaction is not acceptable.
- The total amount requested must not be greater than the sum of attached receipt amounts.

Submission:

- Submit your completed cheque requisition to the Members' Service Kiosk in the Independent Centre.

*****For Office Use Only*****

Date Received: _____

Receiver Name: _____

Receiver Signature: _____

Approval:

*****For Office Use only*****

Approved by: _____
(Please print name) (Please print name)

Signature: _____