

# CHEQUE REQUISITION FORM

## GCU, Course Unions & Student Groups



Cheque Number:

<b>Payable To:</b> (please print legibly)		<h3>Budget Account</h3>		
Email:	Date of Requisition:			
Address:	Type of Activity: (eg. social, career, advertising)			
Name of Group:	Telephone #:			

Vendor Name	Description (Event & Date)	Amount:	Account: (Office Use Only)
<b>TOTAL AMOUNT REQUESTED:</b>		<input type="text"/>	<input type="text"/>

**NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP.** I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

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**Signing Officer #1**                      **Signing Officer #1**                      **Signing Officer #2**                      **Signing Officer #2**                      **Campus Groups Coordinator** (Signature)  
 Print Name                                      Signature                                      Print Name                                      Signature                                      Requisitioner

<b>Office Use Only:</b>			
General Manager _____	Financial Controller _____	VP Operations _____	President _____
Received By (print) _____	Signature _____	Date: _____	Batch/Entry: _____ Date Processed: _____

Note: If this cheque is being reissued, a stop payment fee will apply.