



Cheque Requisition Form

To: ACCOUNTS OFFICE

Date: _____

From: DEPARTMENT OF _____

For: \$ _____

Please prepare cheque payable to: _____

Home Address: _____

Address 1

U.S. Funds _____

Address 2

Date cheque required: _____

City

Province

Postal Code

Banner Student/ID Number: _____

Mailing Instructions: _____
(If different from above)

Details of Payment: _____

If an Advance of Funds, please indicate the date of completion of the seminar, conference, course, etc.:

ACCOUNT NUMBER TO BE CHARGED	AMOUNT

Requested by: _____

Authorized by: _____

Please complete all fields. Missing information will hold up the payment process.