

STUDENT ASSOCIATION CHEQUE REQUISITION

Students' Union of UBC Okanagan
UNC133 – 3272 University Way
Kelowna, BC V1V 1V7
Izzy.Rusch@ubcsuo.ca



**Business/Organization/Person's
Name To Receive The Cheque**

first name	last name
_____	_____

Description of Expenses / Event:

Choose one of the following:

Pick up

Mail to: _____

Club / Course Union Name:

Total Amount Requested:

(sum of all receipt/invoice amounts)

* attach receipts

Approval:

Must be approved by two Club/Course Union signing authorities and these must match signatures on file:

(1)

Signature

Print Name

(2)

Signature

Print Name

Documentation:

- **All original receipts / invoices must be attached, no duplicates or photos.**
- Receipts must show the individual expense incurred and any included taxes.
- The total amount requested must equal the sum of attached receipt amounts, or a full written explanation must be attached.

Submission:

Submit your completed cheque requisition form to the Students' Union main office. If you have any questions while filling out this form, please email (Izzy.Rusch@ubcsuo.ca).

Cheques will be ready within five (5) business days.

We will not contact you to let you know when your cheque is ready for pickup.