



# THOMPSON RIVERS UNIVERSITY

Vendor/Employee/Student # \_\_\_\_\_

## Cheque Requisition Canadian / U.S. (circle one)

Application is made for the following cheque:

Payee: (please print clearly) \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No(s): \_\_\_\_\_

FINANCE USE ONLY	
PO #	_____
Inv #	_____
Inv Date	_____
Terms	_____

**PROVIDE REASON FOR PAYMENT:** (include all original receipts or invoices)

Fund	Org	Account	Program	Activity	Location
-	-	-	-	-	-

Details: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Finance Use Only: \_\_\_\_\_

GST: \$ \_\_\_\_\_

PST: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Fund	Org	Account	Program	Activity	Location
-	-	-	-	-	-

Details: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Finance Use Only: \_\_\_\_\_

GST: \$ \_\_\_\_\_

PST: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Fund	Org	Account	Program	Activity	Location
-	-	-	-	-	-

Details: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Finance Use Only: \_\_\_\_\_

GST: \$ \_\_\_\_\_

PST: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Total Cheque Amount:** \$ \_\_\_\_\_

Requisitioned by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Finance Department  
Approved by: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Voucher No: I \_\_\_\_\_