



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 _____