

SUBJECT: CHEQUE REQUISITION

Items submitted on a cheque requisition are limited to those expenditures not subject to the regular purchasing policies and procedures. Examples of these expenditures are magazine subscriptions, membership dues and travel advances.

Cheque requisitions must carry the approval of the department budget holder. Requests for travel advances must be approved from the next senior level.

Cheque runs are performed twice a week (Monday & Thursday). Usual processing time for requisitions is two weeks, however quicker payment can be made in exceptional circumstances.

Processed cheques will not normally be returned to the requisitioner. All cheques and applicable attachments will be distributed by the Finance Department.

1. Cheque Requisition Procedure

Complete the Cheque Requisition form in full as indicated (form available from the Finance department). This includes the name of the payee, address, amount, authorization, and proper account coding.

Attach a photocopy and the original of all backup (subscription renewal form, membership dues form) to the cheque requisition. Any documentation that should accompany the cheque (order forms, letters) must be attached to the requisition.

Note: Requisitions submitted without the proper approvals or attachments will be returned to the requisitioner.