



# Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students  
patel@trusu.ca | 250.828.5289 | trusu.ca/services/clubs

## Club Cheque Requisition Form

### General Information:

Cheque to: \_\_\_\_\_

For payment of: \_\_\_\_\_  
(Description of expenses)

Requested by:  
(Must be signed by both club signing authorities)

_____	_____
(Name)	(Signature)
_____	_____
(Name)	(Signature)

of the TRUSU \_\_\_\_\_ Club

Phone or email: \_\_\_\_\_ Date requested: \_\_\_\_\_

### Delivery Information

Pick up by payee

Mail to

Pick up by \_\_\_\_\_

(Name of person other than payee)

### Payment Information

Description of Expenses	Line Item Charged (For office use only)	Amount

\*attach itemized receipts to the back of this form

**Total Amount:**



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### Documentation:

- All receipts must be attached.
- Receipts must show the individual expenses incurred and any included taxes. A receipt showing only a credit card or debit card transaction is not acceptable.
- The total amount requested must not be greater than the sum of attached receipt amounts.

### Submission:

- Submit your completed cheque requisition to the Members' Service Kiosk in the Independent Centre.

**\*\*\*For Office Use Only\*\*\***

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

Receiver Name: \_\_\_\_\_

Receiver Signature: \_\_\_\_\_

### Approval:

**\*\*\*For Office Use only\*\*\***

Approved by: \_\_\_\_\_  
(Please print name) (Please print name)

Signature: \_\_\_\_\_