



Thompson Rivers University Students' Union

Local 5 BC Federation of Students

membership@trusu.ca | 250.828.5289 | trusu.ca/services/clubs

Club Cheque Requisition Form

If you are completing this form digitally you must download a copy of Adobe Reader. It cannot be completed properly in your web browser.

General Information:

Cheque to: _____

For payment of: _____
(Description of expenses)

Requested by: _____
(Name) (Email)

of the TRUSU _____ Club

Phone: _____ Date requested: _____

Delivery Information

Pick up by payee

Mail to

Pick up by

(Name of person other than payee)

Payment Information

Description of Receipts	Line Item Charged (For office use only)	Amount
*attach receipts to the back of the form or email		Total Amount:



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Documentation:

- 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.
- Copies must be legible and include the entire receipt. Images that are not clear or have parts of the receipt cut off will not be accepted.

Submission:

- Submit your completed cheque requisition by email to membership@trusu.ca
- Requests must be submitted by one of the two registered signing authorities.

For Office Use Only

Date Received: _____

Receiver Name: _____

Receiver Signature: _____

Approval:

For Office Use only

Approved by: _____
(Please print name) (Please print name)

Signature: _____