



Thompson Rivers University Students' Union

Local 5 BC Federation of Students

m.tabrez@trusu.ca | 250.828.5289

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: _____