

Cheque Requisition Form

Date:	
Club Requesting Cheque:	
Amount Requested \$	
From which Account? (circle one): BUDGET/TRUST	
Make Cheque Payable to:	
Brief outline of intended use for requested funds: (attach pdf or ph	noto of receipts)
SIGNING OFFICERS: (Two signatures are required for each withdrawal)	
Name: Position:	
Authorized Signing Officer: Signature	
Name: Position:	
Authorized Signing Officer:	
Provided that sufficient funds remain in the account to cover the re Budget Account fall within the guidelines, the request will not be days of receiving the request.	
It is possible to sign digitally using various software or apps. We receive of cost on apple / android app stores as this allows you to draw requisitions should be sent to Julia Louie: bookkeeper@viusu.ca.	
FOR OFFICE USE ONLY	
Date of request: Date of Issue:	
Amount Issued: \$ Authorizing Signatur	e Authorizing Signature
Balance Remaining: BUDGET \$	