



The Graduate Student Society at Simon Fraser University

Cheque Requisition Form – Graduate Caucuses

RECIPIENT INFORMATION

Name:

(First Last)

Department/Caucus:

(Full Name, No Acronyms)

Email:

Phone#:

Address:

Date(mm/dd/yy):

Delivery Preference:

Please **email** me to pick up the cheque.

Please **mail** the cheque to **the address above**.

REQUEST INFORMATION

Request for:

Caucus Funding

GSS Grant (Approved by Council for your Caucus)

Trust Account Access

Amount requested: \$

Details:

(please include a brief description of the request)

ATTACHMENTS

Please provide the following documents, in this order (stapled behind this form):

Minutes of meeting describing expense request

Please **highlight** the relevant section.

AND

Receipts for expenses or Invoice

(not required for honoraria)

Legible copies are allowed.

Please allow 2 weeks (minimum) for processing.

Incomplete forms will not be processed.

AUTHORIZING SIGNATURE

To be authorized by an Executive from the Caucus.

If the cheque is for an Executive, please have another Executive complete this section.

Name:

(First Last)

Position:

Caucus President or Chair Vice President Treasurer

Email:

Signature:

FOR OFFICE USE ONLY

Approved By

Name:

Signature:

Position:

Date:

Account Code:

Amount:

Note:

Account Code:

Amount:

Note:

Account Code:

Amount:

Note:

Cheque Number:

Cheque Date:

Mailed/Picked up by:

Mail/Pick up Date:

Notes regarding payment: