Quick Reference Guide: Cheque Requisition Form

The Cheque Requisition form may be used to request a cheque for non-procurement related products or services. The list of permissible uses can be found at the bottom of the Cheque Requisition form.

1. Enter the information for this request. **Bold** fields are required.

   - **Vendor Information**
     - **Enter Vendor**
     - **Currency**
     - **Remit To Address**
     - **Enter** Payable to address if the vendor cannot be found in the vendor search.
     - **Country**
     - **Phone**
     - **Toll Free Phone**
     - **Fax**

   - **Payment Information**
     - **Payment Total (including tax)**
     - **Tax Included**
     - **Tax Amount**
     - **Mail Cheque**
     - **Explanation for Request**

   - **Please attach any relevant back-up documentation for Accounts Payable**

2. Workflow: The completed form flows through Departmental Approval and then is routed to Accounts Payable for processing.
Note: This form cannot be submitted with any other type of form or order due to the unique nature of the workflow.