

STUDENT ASSOCIATION CHEQUE REQUISITION

Students' Union of UBC Okanagan
UNC133 – 3272 University Way
Kelowna, BC V1V 1V7
izzy.rusch@ubcsuo.ca



**Business/Organization/Person's
Name To Receive The Cheque**

first name

last name

Description of Expenses / Event:

Choose one of the following:

☐ Pick up

☐ Mail to:

Club / Course Union Name:

Total Amount Requested:

(sum of all receipt/invoice amounts)

* attach receipts

Approval:

Must be approved by two Club/Course Union signing authorities and these must match signatures on file. An executive with signing authority can not sign for their own reimbursement.

(1)

Signature

Print Name

(2)

Signature

Print Name

Documentation:

- All original receipts / invoices must be attached, no duplicates or photos.
- Receipts must show the individual expense incurred and any included taxes.
- The total amount requested must equal the sum of attached receipt amounts, or a full written explanation must be attached.

Submission:

Submit your completed cheque requisition form to the Students' Union main office. If you have any questions while filling out this form, please email (izzy.rusch@ubcsuo.ca).

Cheques will be ready within five (5) business days.

We will not contact you to let you know when your cheque is ready for pickup.