



CHEQUE REQUISITION FORM

PLEASE PRINT CLEARLY.

Original, itemized receipts must be stapled to the back of this form and handed over to the AUS Executive Assistant or Vice President Finance.

Cheque Payable to: _____ Date: _____

E-mail Address: _____

Organization: _____

Is your expense related to an approved funding application? If yes, please specify which fund: _____

TO BE FILLED OUT BY DEPARTMENTAL VP FINANCE/PRESIDENT:

Corresponding line of this expense on the departmental budget: _____

Signature of the Departmental VP Finance/President:

*** Update your budget for this expense***

| Item Description | Cost (including tax) |
|------------------|----------------------|
| | |
| | |
| | |
| | |
| | |
| Total: | |

Please contact Mirza Ali Shakir at finance.aus@mail.mcgill.ca if you have any questions or concerns.