

STUDENT ASSOCIATION CHEQUE REQUISITION

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



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

Description of Expenses / Event:

Choose one of the following:

☐ Pick up by payee

☐ Mail to: _____

☐ Pick up by: _____

(Name of person)

Contact
Name: _____

Phone/Email: _____

Documentation:

- All receipts / invoices must be attached.
- 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.

Club / Course Union Name: _____

Total Amount Requested:

(sum of all receipt/invoice amounts)

Are these expenses for an event that occurred off-campus?

☐ No

☐ Yes

If yes, location: _____

Approval:

Must be approved by two club/course union signing authorities:

(1)

Signature

Print Name

(2)

Signature

Print Name

Submission:

Submit your completed cheque requisition form to the Students' Union main office.