



THOMPSON RIVERS UNIVERSITY

Finance Division
PO Box 3010, Kamloops, BC V2C 5N3
Tel (250) 828-5000 · Fax (250) 371-5601
www.tru.ca/finance

Vendor # _____

Cheque Requisition
Canadian / U.S. (circle one)

Application is made for the following cheque (in Canadian funds):

Payee: (please print clearly)

Date: _____

Four horizontal lines for payee information.

FINANCE USE ONLY box containing fields for PO #, Inv #, Inv Date, and Terms.

Payment Description: (include all original receipts or invoices)

Table with columns: Fund, Org, Account, Program, Activity, Location. Each column has a grid of boxes for data entry.

Details: _____

Amount: \$ _____

Finance Use Only: _____

HST: \$ _____

Total: \$ _____

Table with columns: Fund, Org, Account, Program, Activity, Location. Each column has a grid of boxes for data entry.

Details: _____

Amount: \$ _____

Finance Use Only: _____

HST: \$ _____

Total: \$ _____

Table with columns: Fund, Org, Account, Program, Activity, Location. Each column has a grid of boxes for data entry.

Details: _____

Amount: \$ _____

Finance Use Only: _____

HST: \$ _____

Total: \$ _____

Total Cheque Amount: \$ _____

Requisitioned by:

Approved by:

Finance Department
Approved by:

Signature

Signature

Cheque No: _____

Print Name

Print Name

Voucher No: I _____