



### CHEQUE REQUISITION FORM

Payable To: \_\_\_\_\_ Date: \_\_\_\_\_  
Business # or HST/GST # \_\_\_\_\_ Total Amount Payable: \_\_\_\_\_  
Attention: \_\_\_\_\_ Vendor Payment Due Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accounting:	Fund	_____	Org	_____	Account	_____	Actv Code	_____	Amount	_____
	Fund	_____	Org	_____	Account	_____	Actv Code	_____	Amount	_____
	Fund	_____	Org	_____	Account	_____	Actv Code	_____	Amount	_____
	Fund	_____	Org	_____	Account	_____	Actv Code	_____	Amount	_____

Documentation Attached :  Yes  No → *If no, please provide further explanation below.*

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_ Date \_\_\_\_\_  
1st Approver: \_\_\_\_\_ Date \_\_\_\_\_  
2nd Approver: \_\_\_\_\_ Date \_\_\_\_\_  
Finance Approval: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please email the signed cheque requisition along with all backup to [accountspayable@ontariotechu.ca](mailto:accountspayable@ontariotechu.ca)**