



UNIVERSITY OF TORONTO ENGINEERING SOCIETY

Cheque Requisition Form

Payable to: _____ **Email:** _____
What name will appear on the cheque? (ie. John Doe OR SkuleNite)

Account: _____
Include the name of the committee to be charged (ie. Orientation, SkuleBook, Conference Funding)

Use of Funds: _____
Short description of items purchased (ie. Tools for Pride Parade)

ITEMS (Include HST seperately)	Amount	HST
1		
2		
3		
4		
5		
6		
7		
8		

TOTAL		
Other (Delivery/Tip)		
TOTAL WITH TAXES + OTHER		
TOTAL AMOUNT REQUESTED		

This is the amount for the cheque

Requested By: _____ Date: _____
Print Name Today

Committee Chair: _____	x	_____
<small>Print Name</small>		<small>Signature</small>
Overseeing Officer: _____	x	_____
<small>Print Name</small>		<small>Signature</small>

Reserved for the VP Finance	
Amount Approved: \$ _____	VP Finance: x _____