

THE UNIVERSITY OF WESTERN ONTARIO  
 FINANCIAL SERVICES  
 SUITE 6100, SUPPORT SERVICES BLDG  
 519-661-3024  
[accountspayable@uwo.ca](mailto:accountspayable@uwo.ca)



**CHEQUE REQUISITION**

CHEQUE # (manual only)

NOTE: This form is not to be used to pay a supplier for goods and services. (A purchase order should be issued for all such purchases).  
 For permissible uses, please see the reverse side of this form.  
 Please designate whether or not PST and/or GST is included in the amount shown.

VOUCHER #  C       VENDOR #

Y Y M M D D

INVOICE # / REF.ON CHEQUE

PAYMENT TOTAL       H S T TOTAL

CURRENCY

SURNAME (Please Print)       GIVEN NAME

ADDRESS

MAIL CHEQUE (Y/N)

SPECIAL HANDLING FOR CHEQUE (Y/N)

**INSTRUCTIONS:**

COUNTRY       POSTAL CODE

PHONE NUMBER       GST/HST REG. NUMBER

GL UNIT  CHEQUE HANDLING

**DISTRIBUTION INFORMATION**

DESCRIPTION	AMOUNT	SPEED CHART	ACCOUNT #	FD	DEPT/ORG	PROGRAM	BY	PROJECT/ GRANT	HST
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DESCRIPTION	AMOUNT	SPEED CHART	ACCOUNT #	FD	DEPT/ORG	PROGRAM	BY	PROJECT/ GRANT	HST
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DESCRIPTION	AMOUNT	SPEED CHART	ACCOUNT #	FD	DEPT/ORG	PROGRAM	BY	PROJECT/ GRANT	HST
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPLANATION:

<b>REQUESTED BY:</b>		<b>APPROVED BY:</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT NAME	PHONE NUMBER	PRINT NAME	<b>FINANCIAL SERVICES ONLY:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE		SIGNATURE	FINANCE APPROVAL

## **PERMISSIBLE USES FOR CHEQUE REQUISITIONS:**

- a. Postage meter replenishments.
- b. Payments to Brewers Retail and/or Liquor Control Board of Ontario (Hospitality Services only).
- c. Parking permit or deposit refunds.
- d. Refunds for registrations paid to U.W.O. that did not originate in Student Financial Services.
- e. Entertainers (U.C.C only).
- f. Student refunds for book fines (Library only).
- g. Competition entries to universities (Athletics only).
- h. Key deposit refunds (Physical Plant only).
- i. Refunds for transcript fees or application fees (Registrarial Services only).
- j. Housing refunds (Housing only).
- k. Part-Time and Continuing Education refunds (non-credit courses).
- l. Sabbatical Removal Expenses (Controller's Office only).
- m. Refund Accounts Receivable overpayments.
- n. Transfers to Affiliated Colleges.
- o. Other - as approved by Controller or Supervisor, Accounts Payable.

### **Notes:**

**Cheque requisitions are not to be used for payments to suppliers, reimbursements for travel expenses, payment of living allowances, petty cash reimbursements, salaries or honoraria.**

**Refunds for payments received by credit or debit card may not be refunded by cheque. These refunds must be processed directly back to the credit or debit card.**