COMBINED CHEQUE REQUISITION

Western

DEPARTMENT OF FINANCE
ACCOUNTS PAYABLE OFFICE
Suite 6100 Support Services Building

This form can be used when issuing multiple cheques at one time. All information must be competed with the exception of column number 2, which is optional for department reference convenience.

1	2	3	4	5	6	7	9	9	10
REF. ON CHEQUE	**DATE**	**LAST NAME**	**FIRST NAME**	**ADDRESS**	**CITY**	**PROV.**	**POSTAL CODE**	**ACCOUNT NUMBER**	**AMOUNT**

REQUESTED BY _____ APPROVED BY: _____

FINANCE APPROVAL _____ PHONE NUMBER _____

SPECIAL HANDLING INSTRUCTIONS _____
(CURRENCY ALWAYS CANADIAN)