TMSU
TORONTO METROPOLITAN STUDENTS' UNION

CHEQUE REQUISITION FORM

Campus Groups

SECTION 1: PAYMENT METHOD

Direct Payment to Vendor

If you are requesting that TMSU pay a vendor directly on behalf of your **Student Group or Course Union**, you must provide a **detailed itemized invoice** to support the direct payment request.

Reimbursement of Preauthorized Expenses

If expenses have already been incurred, you must submit this Cheque Requisition Form to the Campus Groups Coordinator via email within **30 days of the relevant purchase**. Reimbursement will not be provided, absent exceptional circumstances, if the required documentation is not received by this deadline.

All reimbursement requests must be accompanied by legible itemized receipts showing purchase details. Please provide photocopies and keep the original receipts until the end of the school year.

Credit card receipts, Interac receipts, Order Summaries and ATM slips will NOT be accepted as proof of purchase.

All cheques will be mailed in approximately 4 weeks from time of receipt. Please ensure your mailing address is correct below with your legal name / name on your bank account.

No cash, e-transfer, wire transfer, bank draft or other form of payment can be utilized.

SECTION 2: CHEQUE REQUISITION INFORMATION (Payee)

DATE:	
ISSUE IN THE AMOUNT OF:	$
PAYABLE TO: *(First & Last Name (LEGAL NAME) / Company)*	
CAMPUS GROUP:	*(no acronyms)*
MAILING ADDRESS	
ADDRESS CONTINUED	
TMU Email Address (@torontomu)	
TMU ID / Student Number	

SELECT TYPE OF PAYMENT:

☐ Direct payment to vendor

☐ Reimbursement of preauthorized expenses

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SELECT FUNDING CATEGORY (must be pre-approved):	
☐ Base Funding	☐ O-Week Funding (Course Unions only)
☐ Event Funding	☐ Trust Account
☐ Exceptional Circumstances Funding	

EVENT NAME: *(for Event Funding only)*	

DETAILS OF ITEMS PURCHASED OR PAYMENT REQUEST:
Submit detailed itemized original receipts and/or itemized invoices along with this completed form. Please use additional sheet on the following page if required.

Vendor Name	Description *(include event/item & date)*	Amount
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	TOTAL REQUESTED REQUISITION:	**$**

IMPORTANT: Under no circumstances shall a Student Group or Course Union provide the TMSU Cost Centre number directly to a TMU vendor. All direct payments must be pre-approved by the Financial Controller and Campus Groups Coordinator by submitting this Cheque Requisition Form and attaching clear copies of invoice(s) **as a single PDF.**

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SECTION 3: CAMPUS GROUP AUTHORIZATION

AUTHORIZED BY (Student Group or Course Union Executive with Signing Authority):

Name:	Signature:	Date:

SECTION 4: OFFICE USE ONLY

Received By:	Received Date:
C.G. Coordinator Signature:	Approvals: E.D. ☐ F.C. ☐ Pres. ☐ VP Op. ☐
Cheque #: Budget Account #	Date Processed:

(Optional) Additional information if required:

Vendor Name	Description *(include event/item & date)*	Amount
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	TOTAL REQUESTED REQUISITION:	**$**