



**LAKEHEAD UNIVERSITY CHEQUE REQUISITION**  
RETURN TO ACCOUNTS PAYABLE WITH SUPPORTING DOCUMENTATION

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ PHONE EXT: \_\_\_\_\_

CHEQUE AMOUNT: \_\_\_\_\_ HOW SHOULD THE CHEQUE BE PROCESSED?

CURRENCY: CAD USD MAIL DIRECT

PAY TO: \_\_\_\_\_ ELECTRONIC PAYMENT

LAKEHEAD ID: \_\_\_\_\_ INTEROFFICE

BUDGET \_\_\_\_\_ PICKUP AT ACCOUNTS

CODE(S): \_\_\_\_\_ FOR PICKUP, CALL EXT #

REASON FOR PAYMENT (include important dates)

AUTHORIZED SIGNATURE:

PRINT NAME:

AUTHORIZED SIGNATURE:

AUTHORIZED SIGNATURE:

PRINT NAME:

PRINT NAME:

PLEASE PROVIDE S.I.N. AND DATE OF BIRTH IF THIS IS FIRST REIMBURSEMENT FROM LAKEHEAD UNIVERSITY

DATE OF BIRTH:

SOCIAL INSURANCE NUMBER:

ACCOUNTING USE ONLY				
GL ACCOUNT #	NET AMOUNT	INVOICE #	INV. DATE Y/M/D	INVOICE REF.#
VENDOR ID #:			VOUCHER #:	
CHEQUE #:	DATE:	AUTHORIZED APPROVAL:		

**INSTRUCTIONS**

Please use form fields or print clearly. The cheque requisition form must:

- have all fields in the top portion properly completed
- include a full, seventeen-digit budget code (ex. XX-XX-XXXXXXXX-XXXXX)
- have proper authorization for the budget code(s) and the signing authority limits per the Approval Authority Policy
- have authorization of their supervisor for requisitions payable to oneself
- attach the original receipts showing the details of the purchase