

LAKEHEAD UNIVERSITY CHEQUE REQUISITION RETURN TO ACCOUNTS PAYABLE WITH SUPPORTING DOCUMENTS				
DATE:		<input type="checkbox"/> MAIL DIRECT <input type="checkbox"/> ELECTRONIC PAYMENT <input type="checkbox"/> INTER-OFFICE <input type="checkbox"/> PICKUP AT ACCOUNTS <input type="checkbox"/> CALL EXT#_____ FOR PICKUP		
SUBMITTING DEPT:				
PHONE EXT:				
CHEQUE AMOUNT: \$				
<input type="checkbox"/> CDN <input type="checkbox"/> U.S.				
PAY TO:		REASON FOR PAYMENT: (include important dates)		
BUDGET CODE:				
AUTHORIZED SIGNATURE:				
PRINT NAME:				
BUDGET CODE:				
AUTHORIZED SIGNATURE:				
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 print clearly. The cheque requisition form must contain the following:

- All fields in the top portion must be properly completed.
- Must include the budget code.
- Must have proper authorization for the budget code and the signing authority limits as set out in the LU policy on signing authority.
- All cheque requisitions payable to oneself must have authorization from your supervisor.
- The original receipts showing the details of the purchase must be attached.