Toronto Metropolitan University

Cheque requisition #
404847

Cheque Requisition Form

Please fill out this form using Adobe Acrobat. For form instructions, visit torontomu.ca/cheque-requisition.

Requestor information

Name	Department
Today's date (dd/mm/yyyy) / **Phone extension**	**Email**
Purpose for payment	**Special instructions**

Payee information

Make cheque payable to (Payee's full name)	Payee email		
Mailing address (Street number and name)	City	Province	Postal code

Payee is a

☐ TMU employee ☐ TMU student ☐ Vendor* ☐ Individual**

*Vendor payments are typically paid by submitting a purchase order and invoice. If you are paying a vendor using this form, please share justification for why the purchase order and invoice are unavailable.
**Please ensure that the individual is not a TMU employee or student before selecting this option.

Currency
☐ CAD
☐ USD
☐ Other:

Expense allocations

Item number	TMU-Fund-Cost Centre-Account (if applicable, include special activity and employee number)	Before tax amount ($)	Tax amount ($)	Tax percentage (%)	Total
Example:	1 - XX - XXXXX - XXXX - XXXX - XXXXXXXXX	$100.00	$13.00	13%	$113.00
Item 1:	1 - - - - -			0%	$0.00
Item 2:	1 - - - - -			0%	$0.00
Item 3:	1 - - - - -			0%	$0.00
Item 4:	1 - - - - -			0%	$0.00
Item 5:	1 - - - - -			0%	$0.00
				Grand total (Payment due)	$0.00

Approver information

I confirm that this payment complies with the Toronto Metropolitan Purchasing Policy and that I have approval authority over the cost centre(s) charged.

Approver name	Approver title
Approver signature	**Date (dd/mm/yyyy)**