

Submitting a Cheque Requisition

Step One

1. Download the cheque requisition form on the website
2. When filling out expense allocations, please note:
 - a. The SASSH Cost Centre is **51-57212**.
 - b. Here's the correct order to fill out the Item Line - TMU-Fund-Cost Centre-Account Section
 - i. 1 - 51 - 57212 - Account Codes (4 numbers) - Special Activity Code (SAXX) - 0000000000
 - c. Refer to the account codes spreadsheet for special activity numbers and student group account codes (posted on the website under SASSH CODES)
 - i. Start with **expense** codes followed by the **SA** codes
3. If a receipt does not include taxes as a separate amount, just put the total amount and do not estimate taxes. If there are no taxes on the receipt, put 0 in the tax amount and tax percentage. Remember that tips are added to the "Before tax amount" box.

Step Two

1. Along with the downloaded cheque requisition completed in *Step One*, include receipts with appropriate documentation in **ONE PDF**.
 - a. Cheque Requisition Form
 - b. 2 receipts based on the order filled out in the 'Item Line section'
 - c. 3 Proof of events: attendance list, event poster, pictures of the event.

Step Three

1. Once the PDF has all the required information, save it as '**Cheque Requisition ##### - Your Name**' with the specific number shown on the form in the name.
2. Complete the [Simplified Cheque Requisition Form](#) 2024-2025 and attach your cheque requisition form at the end.