



NSCAD University

Cheque Requisition

| |
|--------------------------------|
| Cheque # |
| Voucher # |
| CR |
| <small>Office use only</small> |

PAY TO: _____

Mailing Address: _____

Current Date _____

Department _____

| line | Invoice Date | Description & Comments | Amount (before tax) | HST GST TAX | Total | GL account code <small>XX-X-XXXXXX-XXXXX</small> |
|------|--------------|------------------------|---------------------|-------------|-------|---|
| 1 | | | | | 0.00 | |
| 2 | | | | | 0.00 | |
| 3 | | | | | 0.00 | |
| 4 | | | | | 0.00 | |
| 5 | | | | | 0.00 | |
| 6 | | | | | 0.00 | |
| 7 | | | | | 0.00 | |
| 8 | | | | | 0.00 | |
| 9 | | | | | 0.00 | |
| 10 | | | | | 0.00 | |

| | | | |
|------------------|-------------|-------------|-------------|
| Total: | 0.00 | 0.00 | 0.00 |
| COMMENTS: | _____ | | |

| | |
|---|---------------------------|
| Instructions: 1) Fill out (yellow areas). 2) Break out HST/GST where applicable 3) Fill in full GL number for each item 4) Attach Receipts (Originals) 5) Have approver sign 6) Send paper copy with all receipts to Accounts Payable. | Requisitioned by: |
| | Date |
| | Approval Signature |
| | Date |