TIPS ON COMPLETING A CHEQUE REQUISITION FORM

PAY TO
Enter the vendor’s name. Note: The name must be exactly the same as the one that appears on the invoice.

VENDOR ADDRESS
Enter the vendor’s address (where the payment should be mailed). Note: The address must be exactly the same as the one that appears on the invoice.

REASON FOR PAYMENT
Describe the type of good or service that was purchased as well as references to supporting documentation (such as invoice number). Provide as many details as possible. For goods/services purchased for resale to third parties, identify the third party in this section.

PROCUREMENT CHECKBOX
Indicate the reason why this payment is not being made against a Purchase Order. Note: Payments not made for goods or services acquired through a Purchase Order can only be for the reasons noted in this section. If “other” is selected additional documentation is required explaining the circumstances. Refer to the SOP – Cheque Requisition for checklist definitions.

PREPARED BY AND APPROVED BY
Identify the preparer and signing authority. Note that the approver must be a recognized signing officer (against the cost centre) in the Finance PeopleSoft system. A Cheque Requisition must be prepared and approved by separate individuals.

CURRENCY
Indicate if the vendor is billing in Canadian or US dollars. Note: The currency must agree to the denomination shown on the vendor’s invoice.

CHARTFIELD(S) TO BE CHARGED
This section is used to codify how the charges should appear in York University’s general ledger. If there is insufficient rows to document the charge(s), attach additional Cheque Requisition forms, noting each page “Page # of #”. Refer to the Preparing Journal Entries at York University manual for further help understanding the University Chart of Accounts structure.